

ICYM (Food Security) Program Assistant Job Description

Applications can be directed to Erin Rideout- Executive Director at icymsj@gmail.com

Inner City Youth Ministry is a Christian organization that supports children, youth and families through relationship building and encourages social, physical, emotional and spiritual growth.

We are seeking a part-time program assistant passionate about community development & food security.

- 1-year contract with the potential for renewal (3-month probationary period)
- 20 hours per week (mostly day time, occasional evening/weekends)

Responsibilities and Duties:

- Assist with Volunteer Coordination/Scheduling
- Maintain and support partnerships with community partners
- Manage Social Media Platforms with support from ED
- Supervise volunteers involved in food prep/ assembly
- Assist in ensuring Covid protocols are maintained
- Assist with purchasing/planning
- Assist with food security program development and delivery

Education:

High School, some undergraduate, college

Credentials (certificates, licences, memberships, courses, etc.)

Food Safety, CPR are assets

Experience:

Experience in the non-profit sector, education, and/or food service industry is an asset

Security and Safety:

Criminal Record/ Vulnerable record Check

Languages:

English

Transportation:

Reliable transportation required

Work Conditions and Physical Capabilities

Fast-paced environment; Work under pressure; Physically demanding; long periods of standing & mask-wearing.

Weight Handling:

Up to 23 kg (50 lbs)

Personal Suitability:

People/ team-oriented works well under pressure and adapts well to change