

January 2026



## **JOB POSTING**

### **Food Security Coordinator**

Burnaby Neighbourhood House is a non-profit organization, offering a wide range of supportive programs and services that address the diverse needs of local residents. Located on the traditional, unceded territories of the Coast Salish Nations, we are a volunteer driven community-funded agency with a unique focus on neighbours supporting neighbours.

Under the direction of the Program Director, Food Security Coordinator will work with the Burnaby Food Hub Collaborative to support deeper coordination and collaboration among members to strengthen food security in Burnaby. The Coordinator will have a strong background in food security and supporting collaboration.

#### **General Duties and Responsibilities:**

##### **Spoke Coordination**

- Develop and maintain strong relationships with the partner organizations (food hub spokes), community members and key stakeholders.
- Represent the Hub in public meetings, forums, and collaborative networks.
- Maintain/develop relationships with food rescue organizations, grocery stores, funders, farmers and others to increase access to healthy foods amongst the Collaborative
- Design, implement, and evaluate programs aimed at food waste reduction, improved food access, and community education.
- Collaborate with the BNH fund development team to secure donor support. Assist in identifying funding opportunities and preparing grant proposals to sustain food hubs operation
- Liaise with funders, decision-makers, spoke partners, and community organizations to maintain transparent and positive relationships
- Provide ongoing support to spoke partner agencies (ex. Partner agreements, annual check ins, leading bi-monthly spoke meetings).
- Build and maintain active networks with local and regional coalitions such as the United Way Community of Practice, Burnaby Food Security Table and other relevant groups
- Be innovative in designing and implementing a collective approach to food security and distribution

##### **BNH Food Hub Coordination**

- Act as primary contact with recipients and donors/charity organizations for order and delivery of food
- Manage daily operations. This includes receiving food deliveries, sorting & packing and distributing food hampers.
- Supervise and support staff
- Organize and manage Food Hub volunteers
- Maintain donors and recipients' information and data

- Actively manage product inventory numbers – this includes managing physical space and storage restrictions
- Manage Farmer's Market Coupon program, including organizing distribution and reporting
- Record weekly statistical data
- Perform other duties as required

**Qualifications:**

- Degree or diploma in social services or 2 – 3 years equivalent experience
- 1-2 years experience working within the Food Security sector
- Experience in community development role
- Proficiency in Microsoft Word, Excel as well as some experience with Database programs
- Ability to work independently and as part of a team.
- Organized, self-motivated, directed and ability to multi task.
- Ability to think critically and creatively to identify solutions to ensure food security
- Knowledge and awareness of issues surrounding diversity and food security issues.
- Experience supporting a diverse group of people with an aptitude for working with multi-barrier participants.
- First Aid and Food Safe Certificate
- Second language an asset.
- Valid Drivers licence with Class 5 (Class 4 an asset) and access to a reliable vehicle

**Accountability:** This position reports to the Program Director

**Hours & Pay Rate:** \$27.60/hr 35 Hours per week – Flexible – some weekends and evening work. Extended Health benefit package (after 3 months). This position is a term position, expiring February 2027 and renewable based on available funding.

**Start Date:** As soon as possible

**Deadline:** Until position filled

**To apply please Email resume to:** [simoneg@burnabynh.ca](mailto:simoneg@burnabynh.ca)

**Thank you for your interest in this position, however, only short-listed candidates will be contacted.**

**\*No phone calls please\***

*The Burnaby Neighbourhood House is a charitable non-profit organization. We are a volunteer driven, community funded agency with a unique focus on neighbours supporting neighbours.*