

Job Opportunity at the Centretown Community Food Centre, Ottawa

Context

The Centretown Community Food Centre (CCFC) was founded in 1978 by the Centretown Churches Social Action Committee (CCSAC), a group of 22 churches located in Ottawa's core. In keeping with CCSAC's guiding principle of advocacy to advance the course of social justice, the Food Centre works to alleviate hunger in the surrounding community.

The Centre's mandate and objectives are to provide food to those in need in a caring and supportive environment, respecting the dignity of each client. CCFC is one of the busiest centers in the city, serving over 16,000 clients a year. In addition to CCSAC support, CCFC receives funding from the Ottawa Food Bank, and corporate and individual donors.

The Centre is co-located with a City of Ottawa Community Service Hub at 370 Catherine Street.

Overview

The 4 days/week operation of the Food Centre is the responsibility of the Manager who reports to CCSAC through a Management Committee (MC). There are also two part-time staff. The primary responsibilities of the manager include:

Program Management:

- Optimize available resources to provide clients with the provision of good quality, nutritious food, and culturally appropriate, when possible;
- Maintain an atmosphere of welcome and respect for clients;
- Prepare and provide regular and comprehensive reports on the Centre's client usage and budget to MC and CCSAC, and participate in monthly MC meetings;
- Develop and sustain a collaborative working relationship with the CCSAC Board of Directors, the Centre's landlord, other social services agencies located in our catchment area, the Ottawa Food Bank, the donor community, and major suppliers; and
- Ensure effective website and social media presence.

Fundraising and Community Engagement

- Research and propose grant and sponsorship opportunities across all levels of government and business;
- Participate in community committees where it aligns with CCFC's interests (e.g. OFB);
- Assist CCSAC and the MC in public awareness, fundraising campaigns, and grant applications; and
- Pursue outreach opportunities to enhance awareness and raise funds.

Human Resource Management:

- Ensure the Centre is a professional, safe, and welcoming work environment;
- In conjunction with the MC, recruit, train, and supervise staff, including summer student(s) and volunteers;

- In conjunction with the Treasurer, manage payroll; and
- Manage scheduling of staff and volunteers.

Administrative and Financial Management:

- In conjunction with the Treasurer, develop and maintain internal controls to ensure the integrity of financial processes; develop the Centre’s annual budget and update forecasts throughout the year;
- Maintain financial records for the Centre, and other records necessary for effective administration, annual audit and related correspondence; and
- As required, implement policies and procedures for all aspects of the Centre’s operations, ensuring they are cost effective and compliant with health and safety regulations.

Education, Knowledge and Experience Requirements:

- A college diploma or university degree in social services or equivalent experience;
- Minimum of three years’ experience supervising individuals and managing a budget;
- Experience with Fundraising;
- A demonstrated commitment to a diverse and respectful workplace; and
- Knowledge and understanding of privacy legislation.

Desired Competencies:

- Strong interpersonal skills, including the ability to work with a diversity of individuals;
- Excellent communication skills in English as the primary language of work;
- Strong organizational and problem-solving skills;
- Familiarity with MS Office, QuickBooks accounting software; and
- Satisfactory vulnerable sector criminal records check.

Assets:

- Fluency in another language (e.g. French, Spanish or Arabic).

Salary and Benefits:

- Hours of work approximately 25 hours/week, which includes up to 5 hours/week for fundraising activities such as evening and weekend meetings with potential donors or presentations to community partners;
- Salary in the range of \$40,000 to \$45,000 per annum;
- Two weeks’ paid vacation, with no carryover year to year;
- Paid sick leave accumulated at 1 day per month, with no carryover year to year.

Applications should be submitted to the Centretown Community Food Centre Hiring Committee (allisondingle@sympatico.ca) no later than October 7, 2024. Please mark the subject line “Manager Position”. Your covering letter should specify how you meet the candidate requirements listed in the job poster and when you would be available to assume the position should you be selected. Only candidates considered for an interview will be contacted.