



EMPLOYMENT OPPORTUNITY

Position: Food Centre Coordinator
Type: 10-12 Hours/Week
Location: Mississauga
Duration: Friday, June 10, 2022 – Sunday, April 30, 2023.

Date Posted: May 9th, 2022
Expiry Date: May 23rd, 2022 - 11:59PM

UTM Students' Union:

The UTM Students' Union, Local 109 of the Canadian Federation of Students represents and advocates for all undergraduate students at the University of Toronto Mississauga. UTM Students Union also manages the student center and administers many cost-saving services. The UTM Students' Union is membership driven and cannot survive without vital student input and involvement. Students set the agenda through their elected representatives on the UTMSU Board of Directors. (www.utmsu.ca).

Job Description:

The Food Centre Coordinator will be working with the Vice President Equity to raise awareness about the services offered through the Food Center and implement educational workshops to raise awareness about food insecurity.

Responsibilities:

- Must complete a minimum of **five (6) office hours a week.**
- Attend mandatory weekly meetings with the VP Equity, the associates, and other coordinators under the supervision of the VP Equity.
- Coordinate Food Centre orders, pick-ups, and volunteers
- Raise awareness about the Food Centre services through events and campaigns.
- Develop strategies to improve the means of distribution, collection and inventory of food items.
- Organize and manage Breakfast Committee and other free food programming, (ex. Exam destressors).
- Organize events in collaboration with community Food Banks and similar services
- Is responsible for reporting all accomplishments and hours of work to the VP Internal & Services, the Executive Director and the VP Equity on a bi-weekly basis, with all projects and work assigned.

Qualities/Skills Required:

- Highly organized.
- Solid understanding of the impact of food insecurity.
- Self-motivated and Dedicated.
- Effective communicator.
- Punctual.
- Adhere to confidentiality.
- Ability to work with and lead a team.
- Extremely personable.
- Passionate about social justice and equity issues.

- Organization and attention to detailed information are necessary skills.
- Budgeting skills are necessary.

Compensation:

Remuneration is \$15.00/hour.

Contact / Application Information:

For more information on the position of Food Center Coordinator, please contact UTMSU at jobs@utmsu.ca and cc: vpequity@utmsu.ca. Please use the subject “**Application: Food Centre Coordinator**”.

How to Apply:

Please send your cover letter & resume by May 23rd, 2022 at 11:59PM to the attention of Wenhan (Berry) Lou: jobs@utmsu.ca and CC: vpequity@utmsu.ca.

Interview:

Only selected candidates will be invited for an interview.

Hours and compensation:

- Contract start date: June 10, 2022
- Contract end date: April 30, 2023 – possible extension pending performance review.

- Your Students' Union

University of Toronto Mississauga Students' Union

Local 109 - Canadian Federation of Students

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