

**ST. ANDREW'S UNITED CHURCH  
COMMUNITY OUTREACH COORDINATOR  
NORTH VANCOUVER**

The Community Outreach Coordinator will work as part of a team comprised of staff, church, and community volunteers who welcome individuals to St. Andrew's United Church in North Vancouver, near Lions Gate Hospital. We are looking for an enthusiastic team member who is keen to learn and grow in a supportive environment.

**Responsibilities:**

- Maintain function of community kitchen.
- Ensure Vancouver Coastal Health guidelines are maintained or exceeded.
- Recruit and train community kitchen volunteers.
- Manage Thursday community lunch program (monitoring costs, volunteer hours, menus, food purchases, food preparation, writing community grants for funding assistance).
- Manage Emergency Food program.
- Liaise with North Shore outreach groups, attending meetings by Zoom.
- Plan and implement other community kitchen programs, time permitting.
- Manage St. Andrew's community garden.

**Qualifications:**

- Excellent interpersonal and communication skills are essential.
- Self-motivated, able to work independently and as part of a team.
- Experience in program coordination, volunteer management, and/or hospitality.
- Current Emergency First Aid certificate, FoodSafe certificate; Criminal Records Check.
- Familiarity with The United Church of Canada an asset.

**Hours:** Full-time, 30 hours weekly, Tuesday to Friday, 8:30 am – 4:30 pm (flexibility occasionally required)

**Remuneration:** \$26.75 per hour plus full benefits through The United Church of Canada

**Location:** St. Andrew's United Church, 1044 St. George's Avenue in North Vancouver

**To apply:**

Please send your resume to [office@st-andrews-united.ca](mailto:office@st-andrews-united.ca) by **Wed. May 1, 2024**.

We appreciate all expressions of interest from anyone, regardless of how you identify.  
We encourage folk who identify as BIPOC or from other under-represented groups to apply.  
Only successful applicants will be contacted.