

**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:

Community Kitchen

- 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, and food preparation, writing community grants for funding assistance).
- Manage Emergency Food program.
- Plan and implement other community kitchen programs, time permitting.
- Manage St. Andrew's community garden.
- Actively engage with the North Shore Homelessness Task Force; Volunteer North Shore (North Shore Community Resources); and other local organizations.
- Participate in the United Church of Canada's Guaranteed Livable Income campaign and environmental and climate change initiatives.

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. Georges Avenue in North Vancouver

To apply: Please send your resume to office@st-andrews-united.ca by **Fri. June 7, 2024**.

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