

**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 free Thursday community lunch program (monitoring costs, volunteer hours, menus, food purchases, and food preparation).

Provide volunteers to assist with weekly co-sponsored lunch program with *A Loving Spoonful*.

Plan and implement other community kitchen programs, time permitting.

Actively engage with the North Shore Homelessness Task Force; Volunteer North Shore (North Shore Community Resources); and other local organizations.

Homeless Shelter

St. Andrew's United Church & Lookout Housing and Health Society have signed a memorandum of understanding to operate a homeless shelter for 20 people at St. Andrew's United Church from Nov. 1 – April 15, whenever a weather emergency is called. The Community Outreach Coordinator is responsible for liaising with Outlook and providing easily heated food and emergency clothing for shelter guests.

Grant Applications

The Community Outreach Coordinator is responsible for applying to municipal and federal agencies for outreach project funding.

Other Outreach Projects

Provide support for ongoing outreach projects such as St. Andrew's beekeeping program, Annual Teddy Bear Picnic, community garden plots, summertime Block Parties, Volunteer Recognition gatherings, and other projects that may arise from time to time.

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, or hospitality sector.

Current Emergency First Aid certificate; FoodSafe Level 1 certificate; Criminal Records Check.

Familiarity with The United Church of Canada an asset.

Hours: Full-time, 30 – 35 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 minister@st-andrews-united.church.ca by **Wed. Jan. 15, 2025**.

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.

Community Outreach Coordinator Job Description, 2025