

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 and organization of community kitchen.
- Ensure Vancouver Coastal Health guidelines are maintained or exceeded.
- Recruit and train community kitchen volunteers for a variety of roles (food preparation, serving, dishwashing, etc.).
- Manage free Thursday community lunch program (monitoring costs, volunteer hours, menus, food purchases, and food preparation).
- Provide volunteers to assist with weekly lunch program co-organized with A Loving Spoonful.
- Plan and implement other community kitchen programs, time permitting.
- Arrange an annual volunteer appreciation event as a thank you to our volunteers.
- Actively engage with the North Shore Homelessness Task Force; Volunteer North Shore (North Shore Community Resources); and other local organizations.

Extreme Weather Response Shelter

St. Andrew's United Church, in partnership with Lookout Housing + Health Society and BC Housing, hosts an emergency shelter for up to 20 people on particularly cold and/or wet nights between October 15 and April 15. The winter of 2026 – 2027 will be our third season providing this service. The Community Outreach Coordinator is responsible for liaising with Lookout and ensuring there are enough warm, nourishing meals for all shelter guests, through planning ahead and coordinating volunteer food preparation shifts. As the shelter is weather dependent, it's important to be adaptable and prepared.

St. Andrew's Community Gardens

- Organize yearly leases for 16 community gardeners.
- Coordinate a spring work party to plant gardens and a fall work party to prepare plots for closure.

Create a watering schedule from May until Oct.

Ensure gardeners follow guidelines throughout the growing season.

Direct summer student on the care of the bee, herb, and flower gardens at the church.

Plan, manage, and care for the 3 raised garden beds belonging to the church, producing vegetables and herbs for use in the community kitchen.

Grant Applications

The Community Outreach Coordinator is responsible for applying to municipal, federal, and private agencies for outreach program funding (approximately 5 per year).

Other Outreach Projects

Provide support for ongoing outreach projects that may arise from time to time such as Camp Spirit in July and the annual Teddy Bear Picnic in June.

Annual Christmas Community Lunch for 200+ people.

Hire, supervise and mentor a Summer Events Coordinator each year.

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 (Vulnerable Sector).

Familiarity with The United Church of Canada an asset.

Hours: Full-time base on 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 and cover letter to minister@st-andrews-united.ca by **Sunday, July 12th, 2026**. 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.