



PARKDALE FOOD CENTRE

Job opening:

Cooking for a Cause Coordinator

This position is part-time for a period of 22-weeks, starting June 22nd; 18 hours/week; compensated at \$21.30-22.70/hour. *This position is based from home.*

Job Purpose

Cooking for a Cause Ottawa leverages the underutilized assets in the community during the COVID-19 pandemic - kitchens and chefs - and works with them to coordinate the preparation and delivery of meals to vulnerable individuals through Somerset West Community Health Centre's outreach services. The primary responsibility of this position is to assist the Ottawa Community Food Partnership (OCFP) Coordinator to ensure that the "Cooking for a Cause Ottawa" project seamlessly provides good quality meals to those in need across Ottawa in a timely and safe manner.

The ideal candidate is a strong team player, good listener, creative thinker and is adept at problem solving in stressful situations. This position is home-based and thus requires initiative and independent work ethic.

Parkdale Food Centre is a community leader and advocate for healthier more connected neighbours and neighbourhoods. We celebrate and make available foods beloved by diverse individuals and groups; create more barrier-free opportunities to access fresh fruits and vegetables; and support partners in the sector to promote the health of their economically vulnerable neighbours.

Duties and responsibilities

- Coordinate internal communications between all partners: restaurants, recipients and outreach workers.
- Support business partners in:
 1. developing fundraising and media channels

2. procuring infrastructure for perishable food storage and processing
 3. identifying tools and cementing partnerships to facilitate donations of fresh food.
- Track project outcomes and ensure all relevant data and statistics are recorded
 - Create new cross-sector partnerships (e.g. by actively developing and cultivating relationships between food businesses and local service providers)
 - Review and direct communications activities relating to Cooking for a Cause Ottawa
 - Work with the OCFP Coordinator to create tools for collective advocacy work around poverty and root causes of food insecurity;
 - Assist OCFP coordinator with grant management and reporting

Working conditions

- This position is based from home until further notice.
- Requires infrequent evening and weekend work and a flexible schedule
- Requires frequent travel in the Coordinator's personal vehicle

Skills required

- Driver's license and access to a vehicle
- Knowledge of SquareSpace website design
- Experienced with logistics, highly organized
- Proficient in Google Suite
- Comfortable public speaking and/or speaking to the media
- Safe Food Handling certification is an asset

To apply:

Please submit your cover letter and CV to erica@parkdalefoodcentre.org by June 8th.