



Job Posting: Community Connections Assistant (one-year contract, 26 hours/week)

**** You must be on Ontario Works to be eligible to apply ****

ABOUT THE STOP:

The Stop Community Food Centre is a leading-edge and nationally respected non-profit organization that has been providing innovative programs and advocacy to address problems of hunger and inequality for over 35 years (www.thestop.org). The Stop's mission is to increase access to healthy food in a manner that maintains dignity, builds health and community and challenges inequality.

THE OPPORTUNITY:

This position will work closely with Drop-In Staff and the Volunteer Coordinator, organizing activities, engaging community members and recruiting volunteers. They will organize training and educational workshops for new volunteers and match new volunteers with current volunteers for mentorship. The participant will be assigned to work with the Engagement Worker to gather info on community services. They will perform administrative duties that support the Community Program and Service Team, engage in discussion, and learn to plan activities and events that support program participants.

KEY DUTIES & RESPONSIBILITIES:

- Work with Drop-in Engagement Worker to plan activities and events in the drop-in to increase participant engagement and provide opportunities for volunteer recruitment
- Work with the Volunteer Coordinator to co-facilitate training & information sessions
- Through engagement in the drop-in and other program spaces, perform outreach to recruit participant-volunteers
- Supporting volunteers to meet unique personal and employment goals through coaching
- Organize workshops & skills training sessions for volunteers (i.e. anti-racism and anti-oppression workshops, food handling trainings)
- Assist with onboarding of new volunteers through orientation
- Assist with interviewing, assessment, placement and orientation of new volunteers
- Take attendance of volunteers and follow up with absentees, forwarding concerns to supervisor as needed
- Work with Coordinator and assist in the development of policies & procedures
- Liaise with supervisory staff to help address volunteers' concerns
- Administrative tasks related to the position as needed
- Attend monthly all-staff meetings and participate in agency-wide events

QUALIFICATIONS & SKILLS:

- Empathetic, a good listener.
- Good verbal & written communication skills in English.
- Competent in Microsoft Word and Excel.
- Solid organizational and time management skills.
- Experience working with community services and non-profit organizations is an asset.
- Administrative skills in organizing meetings an asset.
- Occasional weekends/evenings required for special events.
- Spanish language an asset

Start date: ASAP

Hourly range: \$15.79

Hours: 26 hours/week

To apply, please [click here](#).

Interviews will be conducted as resumes are received. Only those applicants being considered will be contacted for an interview. Thank you for your interest.

No faxes, emails or phone calls please.

The Stop Community Food Centre is committed to employment equity and encourages applicants from equity seeking groups. We regret that only those applicants being considered will be contacted. Thank you for your interest in The Stop.