

Formerly Abbotsford Community Services

**JOB POSTING 2023-30-03**

**INTERNAL/EXTERNAL**

**Food Bank**

**Manager, Food Security**

**Wage: \$35.00-\$39.00 per hour**

**Full time: 35 hours per week; Monday to Friday**

**Permanent**

**Strengthen the local food systems and cultivate the community through food work  
with the team at Archway  
Come Help Us Help People**

**Location: Abbotsford**

**Onsite**

### **Job Summary:**

The Manager, Food Security will report to the Director of Advocacy and Social Equity (ASE). The Manager is responsible for effectively managing and overseeing all aspects of the daily operations of the Archway Food Bank and Food Justice programs, including financial performance, human resources, operational systems, stakeholder relations, processes, and property maintenance. Additionally, the Manager collaborates with internal programs and community food-based organizations to address the food access and availability challenges.

We envision a world in which our food systems are sustainable, resilient, and equitable. The system is inclusive of local farms and local food producers, businesses, and individuals who are ethnically, culturally, and economically diverse, healthy, thriving and empowered.

### **Your Role:**

Archway's Manager, Food Security with the Food Bank contributes by:

- Being responsible for overseeing the effective administration, leadership, and advancement of Food Bank services and the delivery of client-centered services as they correlate to Food Justice, Food Sovereignty and Food Security.
- Coordinating and providing leadership on food security policies, provincial programs/initiatives and partnerships within Archway programs and the broader community.
- Working towards achieving food security goals by sharing knowledge and best practices and encouraging collaboration with other programs, local initiatives, local farmers, and producers, etc. to enhance and support food security initiatives.
- Being responsible for the supervisory oversight of budget development and management, compliance to contracts and agreements, service delivery, stakeholder engagement, client services, and facility maintenance.

- Coordinating with the Director, ASE, to support the organization's strategic direction, as well as to shape the long-term mission and identity of the Food Bank.

This position is a great fit for someone who has excellent leadership and relationship building skills, and communication!

## **Our Offer**

- Wage: \$35-\$39 per hour
- A full-time, permanent position at 35 hours per week, 8:30am-4:30pm
  - Three weeks' vacation in your first year, four weeks' in your second year.
  - A great benefits package including extended health and dental, you choose your plan.
  - Employee and Family Assistance Program that includes online access to wellness resources.
  - A pension plan, Archway meets and beats your contribution.
  - Great in-house training opportunities.
  - Rewarding work in a positive environment.

## **Getting an Interview – you will be considered if you have:**

- Bachelor's Degree in Social Sciences or Business Administration or other relevant discipline.
- A valid Driver's License and satisfactory driver's abstract.
- Experience in management and leadership.
- Experience maintaining successful relationships with community groups, employers, government, and funder agencies.
- Experience working in a position that addresses food security issues.

## **The Job Requires you to:**

- Obtain and maintain a satisfactory Criminal Record Check.
- Meet with the public, requiring adherence to COVID-19 safety protocols.
- Be available to work in person, at the Food Bank, during regular working hours, Monday to Friday (some weekend and evening work may be required).
- Respond to frequent interruptions, requiring switch-tasking.
- Sit for long periods.
- Work in a multi-disciplinary collaborative team.

**Closing date is February 3, 2023**

## **TO APPLY**

Interested applicants are to reference **Posting #2023-30-03 in the subject line.**

Please submit your cover letter and resume to:

Email: [jobpostings@archway.ca](mailto:jobpostings@archway.ca)

Subject: Job Posting #2023-30-03

**No phone calls please. Only short-listed applicants will be contacted.**

**Must be legally entitled to work in Canada.**

Your resume may also be forwarded to other Programs for their consideration for their job vacancies. If you do not wish for your application to be shared with other Programs, please send an e-mail to [jobpostings@archway.ca](mailto:jobpostings@archway.ca) with **DO NOT FORWARD TO OTHER PROGRAMS**, in the subject line of the e-mail and the job reference number to which you applied, in the body of the e-mail.

*Archway's goal is to be a diverse workforce that is representative, at all job levels, of the people we serve. Equity and diversity are essential to excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.*

*We invest in the mental health and wellbeing of our employees.*