

Formerly Abbotsford Community Services

JOB POSTING #2022-30-20

INTERNAL/EXTERNAL

Food Justice

Program Assistant

Wage: \$22.50 - \$23.50 per hour

Part Time: 25 hours per week

Permanent

Help strengthen the local food systems with the team at Archway

Come Help Us Help People

Location: Archway Food Bank

On Site

Job Summary:

The Program Assistant will seek opportunities for programming to address food insecurity and will support the Food Justice Coordinator in the advancement of the Fraser Valley Food Connections (food hub) and in the day-to-day operations of the food justice program.

Your Role:

Archway's Program Assistant with the Food Justice Program contributes by:

- Working in collaboration with the Archway Food Security team to assist in the implementation of a human rights-based approach to food.
- Supporting the Food Security Leadership team and the Food Justice Coordinator, in the advancement of the Fraser Valley Food Connections (Food Hub) and in the day-to-day operations of the Food Justice Program.
- Assisting in the communication and coordination of projects for the Food Justice Program, including assisting in contacting various stakeholders, including the architecture firm, contractors, and the City of Abbotsford during the renovation stage of Fraser Valley Food Connections (Food Hub) to ensure the project goals are being met in accordance with the proposed timeline.
- Assisting with planning and organizing internal and external meetings and work groups such as the Archway Food Security Council.
- Developing and maintaining knowledge of food security, food justice, food sovereignty and local issues relating to food security.

This position is a great fit for someone who enjoys working with the community!

Our Offer

- Wage: \$22.50-\$23.50 per hour
- A permanent, part-time position at 25 hours per week.
- Benefits include:

- Three weeks' pro-rated vacation in your first year, four weeks in your second year.
- A great benefits plan including extended health, and dental, you choose your plan.
- Employee and Family Assistance Program.
- Access to online wellness resources.
- In-house training opportunities.
- Discount memberships to Headspace and to a gym.
- Free use of wellness equipment.
- Rewarding work in a positive environment.

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

- Diploma in Human Services or related field, or experience working in Food Security, Food Justice, or Human Rights.
- At least 1 year experience working in a program assistant position.
- At least 1 year experience working in a position that addresses food security issues.
- At least 1 year experience working in a position in trades, specifically renovations and construction work is an asset.

The Job Requires you to have:

- Ability to meet with the public, requiring adherence to COVID-19 safety protocols.
- Ability to work in person during regular working hours, Monday to Friday (may work occasional evenings and weekends).
- Valid BC Driver's License and satisfactory driving record.
- Use of a personal vehicle.
- Ability to handle frequent interruptions, requiring efficient switch-tasking.
- Ability to sit for prolonged periods.
- Ability to work in a multi-disciplinary, collaborative team.
- Satisfactory criminal record check is a condition of employment.

Closing date is November 30, 2022

TO APPLY

Interested applicants are to reference **Posting #2022-30-20 in the subject line.**

Please submit your cover letter and resume to:

Email: jobpostings@archway.ca

Subject: Job Posting #2022-30-20

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 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.