



Job Posting

Internal/External/Volunteers

Id # GC0210

Posting Date: December 16, 2010

Grocery Coordinator

Reporting to: Manager of Volunteer Resources and Support Services
Bargaining Unit: HSA AIDS Vancouver Chapter - #849
Classification Grid: Grid Level 13 Step 1
Benchmark: Program Coordinator 2
Union: Community Subsector Collective Agreement
Location: Seymour Site
Hours of Work: 32 hours/week – Flexible hours and days.
Commencement date: Approx. January 31, 2011
HSA/HEABC ID #: #20608

Job Summary:

The Grocery Coordinator is accountable for all aspects of the Grocery Program which strives to enhance client capacity for food security and nutrition. The Coordinator has a passion for working with volunteers in the delivery of the Program as well as for nutrition and food security.

The Coordinator works with our ASO and other partners to determine the needs of AIDS Vancouver clients in relation to ongoing food security. The Coordinator also leverages and develops fund development opportunities including direct solicitation to donors of in kind and financial gifts and works with the Development and Communications Manager on funding opportunities/grants.

The Grocery Coordinator ensures the ordering, delivery of food products, shelving and distribution of food items for the Grocery Program and manages all aspects of the budget. In conjunction with the Volunteer Resources Coordinator the Coordinator recruits, trains, evaluates and recognizes volunteers for the Grocery Program.

The Nutritional Exchange Program which enhances our clients capacity with skill and knowledge building is led by the Grocery Coordinator who will work with nutrition volunteers to deliver this Program.

Duties:

- Consults with the Manager of Volunteer Resources and Support Services on program issues and direction;
- Manages, tracks and is accountable for all aspects of the budget including developing budget submissions, preparing and presenting budget justifications and presentations, exercising signing authority, monitoring expenditures, following up on anomalies, and taking action to resolve problems

- Responsible for actively soliciting in kind and monetary donations as well as tracking donations and recognition of donors
- Orders and tracks grocery program supplies
- Ensures grocery program inventory is relevant to client needs
- Interviews and selects grocery program volunteers; coordinates orientation and specialized training for program volunteers; conducts exit interviews when volunteers leave the program;
- Advocates on behalf of grocery program volunteers by performing duties such as supporting volunteers in working with difficult clients
- Directs the work of the NEEP volunteers
- Directs Grocery Program volunteers who unload food products when delivered, stock and replenish grocery shelves, greet and enter clients into the data base and other grocery functions while helping the volunteers to develop skills
- Maintains grocery program database information by ensuring all clients who visit the grocery are entered properly; updates client lists from partners such as the Loving Spoonful; creates reports from the grocery data base including tracking number of visits and number of bags;
- Develops and maintains good working relationships with suppliers and partners (e.g.: A Loving Spoonful, Portland Hotel Society, Vancouver Food Bank)
- Promotes and encourages participation of community and hospital based registered nutritionists in the grocery program
- Responds to client enquiries and concerns related to the grocery program
- Ensures clients have direct input into the functioning of the grocery program i.e. focus groups and surveys, new initiatives
- Develops resource material to provide clients with nutritional information specific to HIV/AIDS
- Networks with other community groups and/or agencies on program related issues
- Ensures volunteer recognition at the program level
- Performs other related duties as required.

Qualifications:

Education and Experience:

- Diploma or equivalent with five years recent related experience or an equivalent combination of education, training and experience
- FoodSafe knowledge

Skills and Abilities:

- Ability to communicate effectively, both verbally and in writing
- Physical ability to carry out the duties of the position
- Ability to work independently and to cooperate with others
- Ability to operate related equipment

- Ability to plan, organize and prioritize
- Ability to establish and maintain rapport with clients
- Ability to supervise
- Ability to analyze and resolve problems
- Leadership skills
- Ability to speak publicly
- Knowledge of HIV and STDs and their impact on the community

Closing Date for applications:

January 15, 2011

Please send cover letter and resume to:

**Brian Chittock, Executive Director. brianc@aidsvancouver.org
1107 Seymour Street Vancouver BC, V6B 5S8**

Although we consider every application carefully, only those selected for an interview will be contacted. AIDS Vancouver is an equal opportunity employer and we encourage applications from those of diverse backgrounds (incl. gender, sexual orientation, ethnicity, community origin, and HIV status).