MEAL EXCHANGE

Hunger Problem. Student Solution.

Position Title: Community Food Security Project Coordinator
Employer: Meal Exchange
Terms of Employment: Full-time (40 hours per week) until August 27th
Salary: $10.25 / hour
Anticipated Start Date Immediately
Location: Waterloo, ON (University of Waterloo)

Meal Exchange is a national student-founded, student-driven, registered charity that helps young Canadians realize their potential to improve the future of their communities, through meaningful opportunities to reduce local hunger and food insecurity. Meal Exchange offers students in universities, colleges, and secondary schools fun and creative programs that blend student energy and passion with their strengths and capacities as youth leaders.

Job Description:
Working in Waterloo, you will be responsible for developing the community food security project according to the project plan provided by Meal Exchange's Program Director, preparing the chapter for the start of the school year and and assisting the national Meal Exchange team as we coordinate events and campaigns.

In Waterloo, you will responsible for coordinating *Community Kitchen – Cooking Seminars* in partnership with *Liason College*. Duties include regular meetings with community partner, supervisor, and project team, monthly reporting and network mapping (gathering information about the work happening on your campus, in your community and in the province).

In addition you will be responsible for recruiting students to the chapter executive, preparing for the start of the school year including orientation week and volunteer fairs, preparing for Trick or Eat®, and promoting the National Student Food Summit and National BBQ Day.

This is an opportunity to thrive in a fast-paced and rewarding environment where you will gain valuable experience in coordinating high profile national campaigns that involve multiple stakeholders and donors. You will report to Meal Exchange's Program Director and be supervised by a Meal Exchange representative in Waterloo. Training on campus-community partnerships, food security and technology will be provided. Pleae note: You will need your own computer for this position.

Requirements:

This position is made possible with support from Canada Summer Jobs and only applicants who meet the falling criteria will be considered:

- Between the ages of 15-30
- Was registered as a full-time student during the preceding academic year
- Intends to return to school on a full-time basis during the next academic year
- Is a student in a secondary, post-secondary, CEGEP, vocational or technical program
- Is a Canadian citizen, permanent resident or person whom refugee protection has been conferred under the Immigration & Refugee Protection Act
- Is legally entitled to work according to relevant provincial/territorial legislation & regulation

Preference will be given to applicants from students who:

- are studying Social Studies or Health & Nutrition

Charitable Registration Number: 88278 6148 RR0001

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- are a member of a visible minority
- are involved with Meal Exchange

Qualifications

- Excellent interpersonal and and communication skills (both oral and written)
- Ability to work in an independent environment, with exceptional organization and project coordination skills
- Exceptional computer skills with proficiency in Microsoft & databases
- Proven ability to take initiative and work effectively with community partner
- Excellent attention to detail and ability to multitask, and to be a creative problem-solver
- Experience organizing around food issues on and/or off campus
- Experience working in an office environment an asset

Deadline: There is only one position available. Interviews will be conducted on a rolling basis until we have found suitable person. Please email resume and cover letter to careers@mealexchange.com. In the subject line please include the city of the job you are applying for.