

Job Title: Project Coordinator - Innovation Assistance

Lead organisation: Innovation Jeunes

At the onset of the COVID-19 pandemic, the Centre Innovation Jeunes began to receive numerous requests for food assistance from all population groups. Since the neighbourhood does not have a food bank, Innovation Jeune, with a group of volunteers, created Innovation Assistance - an emergency food support program that helps families, confined seniors, newcomers, asylum seekers, students and linguistic minorities obtain food and food baskets.

The program has grown, and demand is increasing. Innovation Jeunes received funding from Centraide to continue these food security activities through to September 30, with the addition of seasonal markets. We are currently looking for a project coordinator to help us carry out the summer activities, including: continuing to deliver the baskets, setting up seasonal markets, evaluating and developing tools and writing the final report.

TASKS

- Development and implementation of an action plan to meet the project's mission
- Development and evaluation of tools
- Administration of the inventory of foodstuffs
- Identification and adaptation to risks
- Develop an action plan for a seasonal market model
- Evaluate the work done and report with recommendations
- All other related tasks.

REQUIRED PROFILE

- Experience in project administration
- Ability to work independently while under pressure
- Ability to work in a team
- Initiative
- Sensitivity and involvement with vulnerable communities
- Ease of working and mobilizing partners from several networks
- Knowledge of Peter McGill's community resources
- Experience in food safety is an asset
- French/English, other languages an asset.

SALARY AND CONDITIONS

- 28 hours a week at \$25/hr.
- Cell phone package
- 12-week contract, with the possibility of extension.

The position is open to diversity.

Send your curriculum vitae, accompanied by a covering letter: jsmith@direction.ca

Deadline to apply: July 24, 2020, at 5:00 pm.

Starting date: As soon as possible.

Please note that only those selected for an interview will be contacted.