



Student Association of George Brown College Employment Opportunity (Internal & External Posting)

Position Title: Student Nutrition Access Program, Coordinator (SNAP)

Work & Hours: On-campus

Between 9:00am-5:00pm (Except as directed)

Compensation/ Salary: Grid Step Start
\$46,500

Reports To: Equity and Advocacy Manager

Start Date: March 14, 2024

Non-unionized: Position is not a member of the Bargaining Unit.

Application Deadline: Until position is filled

Position Overview:

In the capacity of S Student Nutrition Access Program Coordinator, the incumbent will report directly to the Manager of Equity & Advocacy, overseeing the services and programs offered through the Student Association of George Brown College (SAGBC) Student Nutrition Access Program (SNAP). As an integral member of a diverse team the coordinator will be responsible for managing the operations, programs, services, and initiatives of SNAP. The SNAP Coordinator will also play a pivotal role in executing college-based projects and initiatives designed to address the diverse needs of Student Association George Brown College students.

We are seeking an ideal candidate who embodies a progressive mindset, demonstrating innovation, unwavering reliability, resourceful, and robust work ethics. The preferred candidate should hold a deep appreciation for inclusivity, diversity, and the rights of students.

Commitment to the creation and advancement of enduring social and food access programs is paramount, reflecting a dedication to fostering the health, wellness, and academic success of our student community. The incumbent will be required to develop and maintain strong relationships with external partners, fostering a network of support for program sustainability.

The ideal candidate is a progressive-minded individual with strong work ethics who values inclusivity, diversity, student rights, and is invested in developing sustainable social and community programs to support students' health and wellness and in their academic pursuits.

As the Student Association operates across multiple campuses (St. James, Waterfront and Casa Loma and satellite locations), the incumbent will be expected to navigate seamlessly between these locations and may occasionally operate from satellite campuses.

General responsibilities include, but are not limited to:

Nature/scope

- Coordinate and oversee daily operations of the Student Nutrition Access Program, This includes overseeing and coordinating the Food Pantry/Food Hamper Program (in-person and/or digital), Nourish n' Go, Social Eats (Supper Club), Breakfast Table Program, Chef Meals on the go, Community Fridge/Pantry, Emergency Meal Kits, Financial Literacy, and other community-based programs
- Cultivating partnerships within George Brown College and with community service agencies across Toronto and the GTA.
- Manage the relationship and act as a liaison between SAGBC and Daily Bread, GBC (faculty/staff/departments), food supply company, courier company, and other community service agencies across Toronto and the GTA



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- Collaborate with internal departments, including Marketing and Communications, to promote and raise awareness of the Student Nutrition Access Program and related service
- Ensure that relevant SAGBC policies and procedures are adhered to
- Collect, collate analyze and ensure accurate and up-to-date record keeping and reporting
- Support the development of operational policies and procedures or equivalent, as required
- Other duties, as required

Program Administration

- Coordinate ordering, inventory delivery, inventory tracking, data-management, and front-line service of SNAP Pantry Program (in partnership with Daily Bread Food Bank and)
- Determine logistical details and activities for SAGBC and SNAP events and/or programming.
- Coordinate the preparation and distribution of program and/or materials.
- Implement plans and process improvements for services and programs and conduct regular evaluations, assessments and recommendations for program effectiveness.
- Establish and maintain a comprehensive database for tracking and reporting program metrics, utilizing data analytics to inform decision-making and program enhancement.

Leadership & Supervision

- Provide comprehensive leadership by offering daily supervision, support, mentoring, and coaching to SNAP Leads (Unionized), SNAP Support Staff (Non-unionized), placement students (if applicable), and volunteers (if applicable), fostering a collaborative and growth-oriented work environment
- Hire, train and supervise SNAP Leads and Support staff, student placement and volunteers to provide front-line support across relevant programs
- Establish and implement a robust onboarding process for new hires within the SNAP team, ensuring a seamless integration into their roles and responsibilities, and concurrently, develop a comprehensive training program for SNAP Leads, Support Staff and volunteers.
- Demonstrate a profound understanding of and adherence to SAGBC's full-time, part-time HR manuals, and Collective Agreement, ensuring alignment with established guidelines and regulations governing employment practices within the organization.
- Participate in regular staff meetings and relevant SAGBC and George Brown College committees, as required.
- Participate in professional development and team building activities
- Support the sustainable development of services for students (non-academic) and take the lead on new initiatives/partnerships
- Act as liaison with partner agencies on behalf of the SAGBC and SNAP.

Performance Measurables:

- Establish and monitor key performance indicators (KPIs) to assess the effectiveness of leadership and supervision practices, making data-driven decisions for improvement.
- Cultivate and sustain positive relationships with the SNAP team, SA staff, and elected board members, fostering a collaborative and supportive work environment.
- Take the lead in initiating and executing programs and services for the student population, demonstrating innovation and a proactive approach.
- Ensure quality service-delivery to students for all relevant programs.
- Initiating/executing programs and services for the student population



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- Thorough and accurate, pays attention to details and consistently demonstrate commitment to quality. Demonstrate strategic resource allocation for programs and services, optimizing efficiency and minimizing waste to enhance overall cost-effectiveness.

Qualifications:

- ✓ Relevant post-secondary degree /diploma from a recognized college or university
- ✓ Minimum 2 years of progressive experience in health related field, not for profit and preferably in a post-secondary environment **is required**
- ✓ Knowledge and understanding of nutrition, health and wellness, good understanding of best before date versus expiration dates, food handling and food labeling is required
- ✓ Proficient in general computer skills in Microsoft Office Suite (Excel, Word, PowerPoint, Outlook), social media platforms, and various tools and technology **is required.**
- ✓ A strong understanding of issues of student rights and issues, unionized environment, diversity, equity, human rights, oppression, and privilege,
- ✓ Good understanding of financial management and reporting **is required.**
- ✓ Demonstrated superior communication, interpersonal skills, and conflict managements skills with an ability to navigate complex situations and take a broad perspective when making decisions **is an asset**
- ✓ Criminal record check is necessary at the candidate's expense and copy provided prior to start of position, is required.

How to Apply:

STEP 1 - Interested and qualified applicants can submit their resume and cover letter in confidence to: hiring@sagbc.ca Subject line: <your name>: SNAP Coordinator Application

STEP 2 - complete the following link as well https://hire.li/_fKbJn-hMRF7hz17uTJ_r prior to the deadline date

***** We sincerely thank all candidates for their interest however, only those selected for to move forward to an interview will be contacted. Please ensure both process (Cover Letter & Resume AND SparkHire Pre-Interview is completed in order to be considered Please note Interviews will be held on campus and in-person *****

The Student Association of George Brown College invites and encourages applications from all qualified candidates including persons of Aboriginal ancestry, members of visible minority groups, persons with disabilities, women, and persons of any sexual orientation or gender identity.

Student Association Vision:

Students are empowered to influence a just world.

Mission Statement: We are committed to supporting each other and the students of George Brown College in the struggle for students' rights, the pursuit of quality education and the provision of services in a safe, accessible, and equitable environment.

Commitment to Equity: The SA is committed to employment equity and encourages applications from historically underrepresented groups to apply.