

Job Posting: Community Kitchen Coordinator

Competition Number:	FR-19010-LP
Type:	Internal & External – Part-time (Indeterminate)
Hours of Work:	16 hours per week; Days (Saturday and Sunday; 10:00 a.m. to 6:30 p.m.)
Compensation:	\$19.68 - \$23.07, plus a generous leave, benefits and pension package
Program & Location:	Little's Place – Surrey
Deadline:	By Noon on Thursday, January 24th, 2019

The Opportunity:

Reporting to the Program Manager, the Community Kitchen Coordinator is responsible for the day-to-day work of supporting women (and children) with a wide array of emotional and practical work. Activities range from developing, facilitating and implementing a community kitchen program for the women who live at Little's Place, and must be passionate about all aspects of cooking and having the ability to share and nurture your passion with and in those around you. Active listening/one-to-one support including facilitating planning meetings with participation of women, developing monthly and annual cooking schedules, ensuring kitchen has necessary supplies within budget constraints and meets health and safety standards; coordinating and distributing Food Bank orders; supporting and supervising volunteers, liaising with and building community partnerships. We encourage creativity and leadership and make space for staff to develop and implement programming in collaboration with women and their co-workers.

About You:

You are a feminist, passionate about the work of ending violence against women and children. You embrace Atira's mission, vision, values and philosophy. You have a well-developed understanding of and commitment to anti-oppression work and intersectionality. You are familiar with colonialism especially as it applies in Canada and you understand the impact of the residential school system. You are committed to working with women who are struggling with substance use and or mental wellness and understand and are comfortable working within a harm reduction environment. You support women who choose abstinence, but understand abstinence is just one option for women struggling with substance use. Your definition of woman includes transgender, two spirit and intersex women and individuals whose gender expression is femme. You are sex worker positive. You have significant experience as a front-line support worker working with women affected by violence/abuse, combined with relevant education and or skill-based training. Lived experience is an asset, as is living in the community in which you work. Atira strives to hire staff who reflect the women we serve.

We are committed to hiring women who reflect the women who access our services and the communities in which we work. As such, significant consideration will be given to women who meet the qualifications and who are First Nations, Metis or Inuit.

You Also Have:

- Proven initiative, judgment, decision-making and problem-solving capabilities
- Demonstrated ability to take action in a crisis management environment
- Proven ability to develop and maintain rapport with women, children, your co-workers and other stakeholders
- Ability to prioritize and meet tight deadlines in a dynamic environment
- Proven willingness to roll up your sleeves and support women in the ways they ask/need
- Physical ability to perform the duties of the position

Additional Requisites/Assets:

- Minimum one (1) year front-line support work experience or community kitchen experience is required; preference given to candidates with lived experience
- A valid First Aid Certificate is required
- Food Safe Certificate is required
- Non-Violent Crisis Intervention Certificate is an asset
- All positions are subject to a criminal records review

You question actions inconsistent with our values and you treat everyone with fairness and respect independent of their status or disagreement with you. You expect great things from yourself and your co-workers. You inspire others with your passion for women's anti-violence work and your eagerness for excellence. You contribute to an environment where women can flourish and grow and you seek what is best for women, rather than what's best for you or your team. You challenge the status quo to improve quality and sustainability and you take smart risks and make tough decisions without agonizing.

Application Process:

The Competition Number must be quoted in the 'Subject Line' of the email to be considered. Please submit expressions of interest, including an updated Cover Letter and Resume describing how you meet or exceed the above-noted qualifications, received by email at jobs@atira.bc.ca before the closing date noted above. **Resumes without a Cover Letter will not be considered.** Candidates who lack the basic experience and qualifications set out in the posting will not be considered. Please go to atira.bc.ca/careers for a current list of postings.