

Coordinator Position

The Amherst Food Assistance Network Association invites applications for a part-time position as Coordinator of the Amherst Food Bank. The Coordinator will oversee the operation of the Food Bank under the direction of Human Resources.

This is a salaried position with a minimum of 15 hours per week. Some evenings and weekends will be required. The coordinator will need to have a valid driver's license and access to a vehicle as there will be a certain amount of travel. Police and criminal record checks will be required.

AFANA is a registered non - profit organization which functions with the help of volunteers from local churches and representation from the community at large, The Food Bank serves the town of Amherst and adjacent areas.

- Duties and Responsibilities include, but are not limited to, the day to day operation of the food bank, organizing food buyers and managing the food supply. Other responsibilities are overseeing paid employees and working with the volunteers. The coordinator reports to the board at their regular and annual meetings. This position also involves some public speaking and participation in Food Drives.

Qualifications

- A high degree of proficiency in using computers and e-mail, and competency in agency client data-based software.
- Typing ability.
- Initiative, flexibility, adaptability, and strong organizational skills.
- Excellent communication skills, both written and verbal.
- Strong interpersonal skills.
- The ability to work independently and collaboratively as part of a team.
- An appreciation of the issues surrounding hunger.
- Nutritional Knowledge and/or Food Handlers Course would be an asset.
- Physically able to lift.

Please send resume with references to:

Coordinator Position
Amherst Food Assistance Network Association
P.O. Box 45
Amherst, N.S. B4H 3Y6

Closing Date: October 31, 2018

A detailed Job Description can be obtained at the Food Bank on Monday, Wednesday and Friday afternoons from 1:30 p.m.- 4:00 p.m.

Only applicants chosen will be notified for an interview.