

FOOD CENTRE ADMINISTRATIVE COORDINATOR

DUTIES:

- Be responsible to the Services Manager, Vice-President of Student Services, and then the President, and on financial matters, shall be responsible to the Vice-President Finance.
- Provide direction and coordination of the Centre's activities in cooperation with the Programming Coordinator while ensuring that the Service meets the needs of students.
- Be responsible for the coordination and the operation of services including, but not limited to: The Fresh Food Cupboard and the Emergency Food Bank. Be responsible for liaison with other organizations for information sharing and joint action.
- With the assistance of volunteer and work-studies, plan and carry out informational and educational programs on campus including but not limited to two or more Food Drives per academic year, Hunger Awareness Week, and other activities and events run by the centre.
- Recruit volunteers to assist in the Centre's day-to-day operation and special projects; plan volunteer training at least twice a year.
- Review and consider volunteer input.

THE SUCCESSFUL APPLICANT SHALL POSSES THE FOLLOWING:

- Membership in the Carleton University Students' Association (i.e. be an undergraduate student at Carleton University).
- Awareness and sensitivity to issues including, but not limited to: trans/bi/homophobia, sexism, racism, ableism and ageism.
- Excellent interpersonal skills and the ability to work with volunteers both within a group and when unsupervised.

TERM & WAGE:

One year from day of hiring. \$13.30/hour at 20 hours per week.
Please note that summer hours (May - August) will be reduced to 10 hours per week.
This is a unionized position with CUPE 1281.

DEADLINE FOR APPLICANTS - April 7th, 2017

All applicants must submit a 12-point font, double spaced, three to five page position paper outlining their related experience and ideas for the position. Please ensure the inclusion of a cover letter, resume and two letters of reference.

PLEASE SUBMIT YOUR APPLICATION TO:

Ashley Courchene, VP Student Services
Carleton University Students' Association
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