



TITLE: Winnipeg City Coordinator

DATE: June 2, 2021

DEPARTMENT: Operations

REPORTS TO: VP Programs

WINNIPEG CITY COORDINATOR

ABOUT THE LEFTOVERS FOUNDATION

The Leftovers Foundation is Western Canada's largest charitable food redirection organization. We have a dual mission to reduce food waste and increase food access. Our largest program is our Food Rescue App, which mobilizes community volunteers to connect vendors who have excess food to service agencies feeding hungry people. We also work with local chefs to upcycle large donations of food items that cannot be used by service agencies into new food products through our ANEW program, and to connect community members who have excess produce from backyard gardens to service agencies in need through our Home Harvest program. We currently operate in Calgary, Edmonton, Hinton, Airdrie, and Winnipeg

OUR COMMITMENT TO INCLUSION, EQUITY, DIVERSITY, AND ACCESSIBILITY (IDEA)

The team at the Leftovers Foundation recognizes that issues within our food systems are deeply rooted in racial, economic, and social inequities. We want to be an organization working towards positive change, acknowledging our shortcomings, and committing to doing better. We are at the beginning of a continual journey towards addressing the systems of oppression that impact marginalized communities. To learn more about the actions we're taking, visit <https://rescuefood.ca>

PURPOSE

The Leftovers Foundation's mission is to mobilize community to reduce food waste and increase food access. We run several programs that get good food to those in need and creatively repurpose food for the highest and best use according to the food recovery hierarchy. The City Coordinator is responsible for execution of Leftovers Foundation's programs in their municipality.



Key Responsibilities and Accountabilities:

- Oversee Leftovers Foundation's operations in Winnipeg, including the Rescue Food App, large scale food distribution, and additional programs in the future.
- Manage the Rescue Food app routes and food redirection data for Winnipeg, work with App Developers to ensure accuracy of the redirection routes.
- Cover pick-ups that are missed/not claimed by volunteers.
- Pursue and maintain partnerships with food vendors, service agencies, and other strategic partners across Winnipeg.
- Manage a committed volunteer force, including recruiting and training new volunteers passionate about diverting food waste.
- Work with greater community to deliver presentations and increase awareness about the issue of wasted food and Leftover's efforts to address this.
- Gain expertise in Winnipeg's food landscape and act as an advocate for food systems solutions and innovation in Winnipeg; City Leads are expected to take leadership in our organization and in their municipality.
- Contribute to our emerging culture of localized philanthropy, you will be expected to seek out localized funding opportunities (grants, donor relationships, fundraisers) and steward out organization within your municipality.
- Support and liaise with other Operations and Programs team staff.
- Attend relevant meetings with the larger organization and contribute to organizational initiatives such as municipal expansion, Culture Club, the Health and Safety Committee, or the Inclusivity, Diversity, Equity, and Accessibility (IDEA) Committee

Qualifications and Experience:

- 1-3 years' experience in a related industry
- Passion for Winnipeg's food landscape, waste diversion, and community building
- Proven ability to build effective relationships across the organization and business relationships.
- Proven ability to manage volunteers and manage schedules.
- Excellent communication, time management, and volunteer leadership skills
- Experience and comfort with online platforms and willingness to properly utilize multiple tech-based tools.



Other Job Requirements/Working Conditions:

- Schedule flexibility: ability to work frequent evenings/weekends at community events.
- A valid Class 5F license with access to a vehicle is required; air brakes endorsement is an asset.
- Experience working in a remote-based or tech-based environment is an asset.

Compensation

- \$22/hour, up to 25 hours per week
- 1 year contract to start July 9, 2021 with a 3-month probationary period.
- Benefits available after 3-month probationary period.

In this role at 3 months, you will be:

- Leftovers onboarding & community introduction (Public Relations)
- Learning how to use the app to facilitate food rescue.
- Introduction and relationship development with existing partners
- Familiarizing with warehouse operations and Health & Safety and invited to join Joint Health & Safety Committee (JHSC)
- Learning and understanding how to do monthly data reporting.

In this role at 6 months, you will be:

- Refining app-based food rescue (cleaning up/organizing existing app routes)
- Refining large-scale food rescue and distribution procedures
- Increasing community engagement:
 - Recruitment of new volunteers
 - Quality communication with existing volunteers through monthly Bits n 'Bites
 - Community FB group
- Collaborating with operations team (weekly meetings)
- Producing monthly data reports accurately and on-time



In this role in 1 year, you will be:

- Recruiting new food donors to launch new routes on the app.
- Exploring potential to launch Home Harvest in new municipality.
- Launching Anew Upcycling
- Ongoing collaboration with operations team, app-based and large-scale food rescue program maintenance
- Producing monthly data reports accurately and on-time

To Apply:

If this sounds like an opportunity you'd like to be a part of, we'd love to hear from you. Please submit your resume and an expression of interest via email, with "**Winnipeg City Coordinator Job Application**" in the subject line, to margaret@rescuefood.ca. The Leftovers Foundation is committed to an inclusive and accessible recruitment and selection process. If you are invited to attend an interview and require accommodation, please advise us in advance of our meeting.