



Community Food Centre Manager

Position: Full time, Permanent
Hours: 35 Hours per week, flexible, could include weekends and evenings
Supervisor: Executive Director

The CRC is an innovative, impactful, collaborative mid-sized, multiservice agency that has proudly served the Regent Park and surrounding neighbourhood for over 50 years. In 2012, the CRC opened a beautiful new building and a new chapter in its history. Our building has a 5000 square foot community hub of program space and we host the only not-for-profit social housing in Regent Park. We are home to the Regent Park Community Food Centre (RPCFC), one of 8 Community Food Centres established across the country in partnership with Community Food Centres Canada. Food Centres are dynamic community spaces where people come together to cook, grow, share, and advocate for good food. The CRC works with low-income community members to build capacity to change situations and conditions for the better, both in their own lives and in the wider community.

The **Community Food Centre Manager** oversees the full suite of food programming that takes place at the RPCFC. This role supervises 6 direct reports overseeing dynamic community programming focussed on food and advocacy. Working as a part of the broader management team, the Community Food Centre Manager is a key player in the overall leadership team at CRC.

The successful candidate will be a proven leader and experienced manager with a demonstrated passion for food and justice. They will be flexible and entrepreneurial, and committed to creating impact for the community. The CFC Manager plans, directs, and monitors the quality and delivery of the Community Food Centre programs in a consultative, participatory and team-oriented management style.

It is a full time salaried position with extensive benefits.

This role oversees key program areas:

- 1) Community Meal Program
Open program serving a nutrient-dense breakfast and lunch in a dignified environment to 400+ people a day
- 2) Urban Agriculture Program
Community gardening education and engagement in allotment and communal style gardens
- 3) Food Skills Program
Community kitchens and nutrition education that brings together diverse community members from children to seniors
- 4) Community Advocacy Program
Peer support workers assisting community members to navigate the challenges of living with poverty
- 5) Market and Catering Program
Weekly outdoor event in summer that brings all Regent Park residents together with a market, community meal and movie in the local park, and a suite of year-round programs to encourage social mix and build local catering capacity
- 6) Social Development Program
Supports to resident groups and local agencies to improve coordination and impact of programs and initiatives that build social cohesion and positive relationships between residents in the revitalized community

Major Responsibilities:

- a) **Community Food Centre Program Team Management**, support fundraising and communications – RPCFC, partnership management and community outreach

- b) **Program Management** - Support staff with the planning and implementation of Community Food Centre programs and events; develop and articulate clear and concise goals and vision for food centre programming
- c) **Administration** - team meetings, staff supervision, performance management, oversight of data collection for all programs to ensure consistency and accuracy, maintain balanced budget, track trends, key member of the CRC Management team
- d) **Fundraising and Communications** - work with Director of Development, CFCC staff, to support ongoing funding reporting, social media posts and other communications materials for RPCFC, assist/coordinate funding proposals and reports, highlight work of RPCFC in internal and external communications
- e) **Partnership Management and Community Relations** - manage partner relationship with Community Food Centres Canada staff, represent CRC in the community, manage inter-agency partnership relationships, advocate provincially and at city level
- f) **Leadership and coaching as a part of the management team** - Role model professional behaviour and positive communication with participants, volunteers and partners; support staff and management meeting design; promote culture of health and safety; uphold CRC values in our community; program evaluation; contribute to funding reports and proposals; pitch in as needed with enthusiasm and build a culture of teamwork

Qualifications and Experience:

- 5 years experience in program coordination
- 2 years supervisory experience or management
- Demonstrated program planning and evaluation experience
- Demonstrated experience in conflict resolution or mediation
- Strong knowledge and passion for food and a demonstrated commitment to social justice
- Experience working in low-income and marginalized communities

Knowledge and Skills:

- Excellent leadership skills; Impeccable judgment and discretion; strong diplomacy
- Creative, solutions-focused, team player
- Exceptional interpersonal and communication skills, both written and oral
- Self-starter, detail-oriented, punctual, consistent
- Able to work sensitively and with healthy boundaries with people of diverse backgrounds, including those who experience poverty and discrimination; cross-cultural competence
- Able to work occasional evenings and weekends as required.
- Ability to inspire and motivate others; patient with a good sense of humour
- Knowledge of Regent Park an asset
- Experience in a unionized environment an asset
- A second language relevant to the Regent Park community an asset
- A vulnerable sector police check will be required if hired

Please submit your resume and cover letter in one Word or pdf document by **June 11th at 5pm** to [hiringcommittee@tcrc.ca](mailto: hiringcommittee@tcrc.ca).

CRC encourages applications from people representing the diverse community we serve. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), CRC will provide accommodations to job applicants with disabilities throughout the recruitment process. If you require any accommodations, please notify us and we will work with you to meet your needs.

We thank all candidates for their interest, but only those selected for an interview will be contacted.