
Ministry of Children, Community and Social Services
STUDENT NUTRITION PROGRAM

POSITION TITLE:

**Community Development Coordinator
Student Nutrition Program
35hrs/ Weekly**

LOCATION: Prescott Russell/ SDG

Start date: February 2022

PRIMARY ROLE:

Under the supervision of the Student Nutrition Program Manager – The Community Development Coordinator will provide support to Prescott Russell and areas of SDG Student Nutrition breakfast and snack programs by meeting the unique needs of schools/communities, building community capacity and fostering meaningful partnerships.

- Provide ongoing support to existing student nutrition programs
- Assist schools in ensuring food safety standards are met under provincial mandates
- Review Monthly reports and communications from participating schools
- Complete on-site evaluations/ visits for each assigned school
- Organize workshops for new breakfast site coordinators when applicable
- Recruit, maintain and recognize volunteers
- Help schools acquire grants which assists breakfast programs
- Help organize special events within schools that celebrate healthy eating,
- School visits within the Prescott Russell based schools on a semi regular basis
- Travelling within Prescott Russell-SDG - Access to a vehicle and valid license.
- Responsible for the collection of monthly data reports and submissions to SNP Manager on a quarterly basis
- Effectively present recommendations to schools
- Assist schools with menu planning using the MCYS nutritional guidelines
- Attend team meetings/ community meeting/events
- Other duties as assigned and/or necessary



QUALIFICATIONS:

- Post-secondary education- social work, nutrition, education or related
- Minimum of two years of related experience working within the community
- Community development experience an asset
- Experience in school-nutrition related programs an asset
- Knowledge of public food procurement processes and related experience
- Knowledge of food safety practices
- Demonstrated ability to work independently and as part of a team
- Spoken Language requirements: **Bilingual**
- Written Language requirements: **French and English**
- Experience with Microsoft Excel and exceptional computer skills
- Strong knowledge of the various local community-based employment organizations and/or programs
- Excellent presentation, facilitation and public speaking skills an asset
- Proficiency in MS Office Applications and client relationship management software
- Aptitude for learning new online systems and tools

Please send your application, cover letter and references by email to:

jennifer.cuillerier@ucl.ca

By February 11th, 2022 4pm



