

Community Development Coordinator – Student Nutrition Program

Upper Canada Leger Centre for Education & Training (UCLCET)

Application Deadline: February 26, 2026

Start Date: March 2026

Position Type: Full-time (35 hours/week)

Work Arrangement: Home office with regional travel (mileage reimbursed)

Area served: Prescott-Russell and Glengarry (remote position), with occasional travel to Leeds & Grenville and the Renfrew region as needed to support all program areas.

Position Overview

Reporting to the Student Nutrition Program Manager, the Community Development Coordinator serves as a key liaison between the Student Nutrition Program, schools, volunteers, and community partners.

This role supports and advances the Student Nutrition Program by ensuring effective program delivery, compliance with provincial and funding requirements, community engagement, volunteer development, and active advocacy for healthy eating and student well-being.

Program Support & School Liaison

- Provide ongoing support to school-based Student Nutrition Programs
- Conduct regular on-site school visits and program evaluations
- Support volunteers and school coordinators in program delivery
- Assist with menu planning aligned with MCCSS nutrition guidelines
- Help organize school-based healthy eating events and initiatives
- Troubleshoot operational challenges and provide consultation to schools

Compliance, Reporting & Financial Accountability

- Monitor adherence to food safety standards and ministry requirements
- Review and analyze school reports and documentation
- Ensure schools maintain records consistent with funding requirements
- Compile data and prepare reports for program administration and funders
- Assess expenditures against funding guidelines and program expectations
- Maintain understanding of program funding structure and requirements from funding agencies

Program Advancement

- Actively support expansion and increased participation in the Student Nutrition Program
- Share best practices and resources across school sites
- Participate in team planning and continuous improvement activities

Community Development, Advocacy & Partnerships

- Build and maintain relationships with schools, agencies, and community organizations
- Act as a public ambassador and advocate for the Student Nutrition Program and healthy lifestyles
- Support recruitment and retention of volunteers
- Represent the program at meetings, presentations, and community events
- Assist in identifying partnership opportunities and community resources

Qualifications

- Post-secondary education in communication, nutrition, food systems, social services, education, or related field
- Minimum two years related community-based experience
- Knowledge of food safety practices and healthy eating principles
- Understanding of community development and partnership building
- Understanding of community demographics and barriers to food access
- Experience working with volunteers and diverse community groups
- Ability to learn and apply internal policies and education system procedures
- Strong organizational and problem-solving skills
- Ability to work independently and collaboratively

Language Requirements

French language skills are considered an asset

Technical Skills

- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Teams)
- Ability to learn data collection and reporting systems

Additional Requirements

- Valid driver's licence and reliable vehicle
- Criminal Record Check and Vulnerable Sector Check required
- Flexibility to attend occasional meetings and community events

What We Offer

- Meaningful work supporting student well-being
- Flexible scheduling (Monday–Friday)
- Mileage reimbursement
- Benefits package

How to Apply

Please submit your cover letter, resume, and references to: careers@uclc.ca