



Program Coordinator – Food Support Chebucto Connections

Salary: \$25/hour

Hours of Work: Monday – Friday, may require occasional weekend and evening work

Start Date: June 30, 2026

End Date: March 31, 2027 (contract may be extended, subject to funding availability)

Application Process: Please submit resume and cover letter to christina@chebuctoconnections.ca. Please use your cover letter as an opportunity to share your personal qualities and highlights of your experience.

Position Overview: The Nova Scotia Government has been piloting Collaborative Food Networks (CFN) in communities that demonstrated a need for food security support. As the Coordinator of food support, you will play an integral part in developing strong network of community partners that will work together to connect with people of all ages through food using innovative approaches to food insecurity.

Qualifications:

- Strong partnership and relationship building skills.
- Detail oriented with excellent time management, organizational and program planning skills.
- Relevant combination of experience and post-secondary education in community development, social sciences, or education
- Computer proficiency is required, particularly Microsoft Office and comfortability working with databases and writing reports.
- Exceptional communication skills (written, verbal and presentation) and ability to thoughtfully and effectively engage with staff, volunteers, and the public.
- Knowledge of community and social service resources is an asset
- Bilingual would be considered an asset

Demonstrated Skills:

- Experience working collaboratively with multiple community partners to achieve a common goal.
- Understanding of the strengths, capacities, challenges and barriers faced by those struggling with food insecurity.

- Demonstrated ability to take initiative and work both independently and in a team setting.
- Ability to read and identify trends based on data
- Ability to work in a manner that preserves confidentiality, dignity and well-being
- Strong analytical and problem solving skills
- Social media literacy
- Strong relationship building skills, particularly in the areas of stakeholder and community engagement.
- Strategic program planning

Job Duties

- Meet monthly with the Community Service support person to provide updates and problem-solve as needs arise;
- Plan and execute food learning opportunities for community member e.g lunch and learns and cooking classes;
- Work together to identify existing spaces in communities that could be used to provide the best reach to the community for planned activities;
- Collaboratively implement the programming plan and evaluation;
- Work closely with evaluator to ensure all programs/activities are included in the evaluation process;
- Celebrate local traditions;
- Increase reliable access to free or low-cost food/meals and groceries;
- Re-establish existing social connections and build new networks;
- Connect residents with local resources and strengthen partnerships;
- Reach residents who do not typically participate;
- Promote cooking skills and increase food literacy;
- Manage registration for food support and food programming;
- Increase access for people who aren't near a central location;
- Maintain and implement organizational policies;
- Oversee volunteers and facilitators;
- Manage and update monthly food calendar;
- Ensure financial policies and budget are followed.

What we offer:

- Employee Assistance Program
- Paid Wellness and Sick Time
- Casual Dress
- Paid Vacation
- Paid Holiday Break

Working Conditions

Chebucto Connections strives to be an employer that supports all employees with a conviction to place employee's health and happiness along with their family first. To that end we endeavor to provide a clean, safe and secure workplace with various support mechanisms and operational flexibility. The following list includes specific assumptions about the organization's working conditions:

- Flexible work schedule
- Overtime may be required at times and will be compensated with time off equal to the amount of overtime worked
- Employees are expected to multi-task with possible interruptions from colleagues, management or other persons
- A typical work day is an 8 hour shift that includes one 30 min paid break and one 30 min unpaid break

Chebucto Connections recognizes the value of a representative workforce and is committed to the principle of employment equity. Our goal is to be a workforce that is representative of the communities we serve. Our priority groups are indigenous, Black/African Nova Scotians, Persons of Colour, Immigrants/Newcomers, Persons with Disabilities, 2SLGBTQIA+. Members of these groups are welcome to apply and self-identify.