



## **Community Food Intern – Community Action Neighbour to Neighbour Centre, Hamilton, ON**

Neighbour to Neighbour (N2N) is looking for energetic community food interns to join our team working to lead our community to an improved quality of life. This position description outlines the responsibilities of the **Community Food Intern – Community Action** position.

N2N is a community hub providing diverse, essential programs and services to our community during COVID-19. Interns will work with our staff, volunteers, and community partners at our two locations – the N2N Main Centre and the Hamilton Community Food Centre. Both are located on the West Mountain in Hamilton.

### **POSITION DETAILS**

NOTE: Positions are dependent on confirmation of Service Canada, Canada Summer Jobs funding

- Position term: 270 hours
- Employment start date: May 17<sup>th</sup>
- Hours of work: 30 hours/week for 9 weeks
- Wage rate per hour: \$15.00

### **ELIGIBILITY NOTES**

These positions available pending funding through Service Canada, Canada Summer Jobs, which requires that all students:

- Can complete the full hours before July 16<sup>th</sup>, 2021.
- Are between 15 and 30 years of age;
- Are Canadian citizens, permanent residents, or have official refugee protection status under the Immigration and Refugee Protection Act; and
- Are legally entitled to work in Canada, according to relevant provincial/territorial legislation and regulations

### **RESPONSIBILITIES**

Under the direction of the Community Action Coordinator, responsibilities will be to:

- Develop and implement Community Action Training online
- Collaborate with team members and coordinator
- Create online content, such as videos and blog posts, and develop email and phone communications for community members
- Assist with record keeping and other program evaluations tasks

Additional responsibilities may also include:

- Assisting with in the Emergency Food Department
- Developing, organizing, and facilitating programs focused on community development, food

education, and food justice for a diversity of groups

- Collaborating with community partners
- Creating and updating resources and programs such as handouts and manuals
- Promoting our work by developing and sharing outreach materials through social media
- Other duties as required

## **QUALIFICATIONS**

- Some experience with community development and/or food justice work
- Strong communication and organizational skills
- Experience developing and facilitating workshops or other educational programming
- Ability to work independently
- Strong problem solving and analytical skills
- Computer literacy in common office applications (e.g. Word, Excel, Powerpoint, Excel) and online communication platforms (zoom, Microsoft teams etc.)
- Excellent interpersonal skills
- Experience working with diverse communities (people of different ages, abilities, backgrounds, and incomes) in a sensitive manner

## **ASSETS (ideal but not required)**

- Experience working with volunteers and community members in a leadership capacity
- Knowledge of, lived experience of, and/or commitment to issues of hunger, poverty, social justice
- Ability to speak a language relevant to the neighbourhood (e.g. Spanish, Arabic, or Kurdish)
- Access to a reliable car or bicycle
- Valid First Aid certificate

To apply for this position, please send your cover letter including the job title, description of interest in community food, and summary of skills as well as your resume via email to [resumes@n2ncentre.com](mailto:resumes@n2ncentre.com). Please put "**Community Food Intern – Community Action Application**" in the subject header. No generic applications will be considered. All applications must be received by Monday, May 10th, 2021.

Neighbour to Neighbour Centre is committed to employment equity and encourages applicants from equity seeking groups. We regret that only those applicants being considered will be contacted.

## **Employer's Message on COVID-19**

Neighbour 2 Neighbour is providing essential services to our community during the COVID-19 pandemic. We adhere to all Provincial orders to protect the health and safety of staff, volunteers and participants/clients.