



Food Security Program Coordinator

About Helping Hands

Helping Hands Society of Cochrane and Area is a volunteer-driven nonprofit dedicated to building a stronger, more connected community by mobilizing volunteers to support individuals and families in need. Our programs address food insecurity, isolation, and access to essential services throughout Cochrane and western Rocky View County. We work collaboratively with partners, donors, and volunteers to create meaningful local impact through practical help, compassion, and community care.

About the Position:

This role is responsible for coordinating and supporting our food security initiatives to ensure that community members have reliable access to food through the organization's programs and partnerships. This role oversees the day-to-day coordination of food-related programs; supervises, trains, and supports volunteers involved in food distribution and food rescue efforts; and maintains relationships with community partners and donors who support the organization's food security initiatives.

You will work closely with volunteers, community partners, and internal staff to ensure that food programs operate efficiently and safely, and align with our mission of connecting neighbours and strengthening community support systems. The role requires strong organizational skills, the ability to coordinate volunteers and logistics, and a commitment to supporting individuals and families experiencing food insecurity.

Employment Details

This is a permanent, full-time position and is structured as a **35-hour work week**, typically Monday to Friday. Occasional evening or weekend work may be required to support program activities, community events, or partner meetings. The salary for this position is **\$49,000 annually**. The role also includes extended health benefits and an annual professional development allocation to support continued learning and skill development.

Key Responsibilities

Free Food Sheds Program Coordination

- Train, supervise and support volunteers involved in food pickup, sorting, processing, restocking, and delivery
- Organize and maintain monthly volunteer schedule
- Identify, build, and maintain partnerships with local grocery stores, and businesses that donate food to support the program
- Regularly monitor the sheds and equipment to identify maintenance or repair calls
- Support the Volunteer Coordinator in designing materials and strategies to recruit volunteers for this program

Meal Teams Program Coordination

- Assist with development of outreach materials and strategies to recruit volunteer groups
- Maintain an active and effective partnership with the administrators of the commercial kitchens used for this program

- Maintain regular communication with partner agencies and identify opportunities to expand partnerships for meal distribution

Volunteer Support and Safety

- Review and update information provided to volunteers
- Provide guidance and supervision to volunteers supporting food programs

Community Participation

- Represent Helping Hands at community events, partner or interagency gatherings
- Support our fundraising and community engagement initiatives

Administrative & Program Support

- Ensure Alberta Health Services permits and other regulatory requirements related to food handling and preparation are maintained and up to date
- Prepare program reports required
- Support the Executive Director in research and data collection related to grant applications and funding proposals
- Identify and communicate opportunities to improve program operations

Who You Are

We are seeking a candidate who is organized, reliable and community-oriented, all while working in a fast-paced environment. The ideal candidate demonstrates strong leadership in volunteer coordination and a genuine commitment to addressing food insecurity through collaborative, community-based solutions. You will be comfortable working in a dynamic environment that involves coordinating logistics, supporting volunteers and maintaining relationships with community partners.

Personal Attributes

- Strong interpersonal communication skills, problem-solving abilities and the capacity to manage multiple priorities are essential
- Professionalism, accountability and a strong commitment to maintaining safe and respectful interactions with volunteers and partner organizations

Technical and Operational Skills

Candidates should demonstrate the following technical competencies:

- Proficiency in Google Workspace, including Gmail, Google Calendar/Docs/Sheets
- Experience using Better Impact or similar volunteer/client management platforms or customer relationship management systems (CRM)
- Strong data entry and record management skills

Experience

- 2 – 3 years of relevant experience, which could include working in a nonprofit organization, community organization, or social service environment
- Experience coordinating or supporting food security initiatives, food rescue programs or community food distribution programs
- Experience working with volunteers or coordinating volunteer-based service delivery models
- A combination of education in community development, nonprofit management, social services, food systems, public administration, or a related field and practical experience

Screening and Employment Requirements

The successful candidate must meet the following conditions:

- Ability to obtain a clear RCMP Vulnerable Sector and Criminal Record Check, to be maintained throughout employment. Clear Vulnerable Sector and Criminal Record Check obtained in the last 12 months will be accepted
- Access to reliable transportation to attend meetings and free food shed visits
- Ability to stand for long periods of time and lift up to 25 lbs
- Possess a valid Alberta Health Service Food Handler certificate (or ability to obtain one)
- Residency in Cochrane or in close proximity (preferably)
- Demonstrable fluency in English (oral and written) is mandatory.

How to Apply

If this opportunity speaks to you and you're passionate about making a meaningful impact in the community, we'd love to hear from you! To apply, please send the following in a **single PDF document** to hr@helpinghandscochrane.ca:

- A brief cover letter (max 1 page) telling us why this role excites you
- A résumé (max 2 pages) outlining your relevant experience

Please note that applications not following the instructions will not be considered.

At Helping Hands Society of Cochrane and Area, we celebrate diversity and are committed to creating an inclusive environment for all. We welcome applicants from all walks of life and do not discriminate on the basis of race, gender identity, sexual orientation, age, disability, religion, or any other protected characteristic.

This position will remain open until we find the right person to join our team.