



# FOOD SECURITY MANAGER

**LOCATION:** Paqtnkek Mi'kmaw Nation, Nova Scotia

**POSITION TYPE:** Full-time

**REPORTS TO:** Social Director

**CLOSING DATE:** January 3rd, 2025

Paqtnkek Mi'kmaw Nation is seeking a dedicated and compassionate Food Security Manager to lead our community food security initiatives and ensure the successful operation of the community food bank. The Food Security Manager will work closely with the Social Director to support and enhance food access programs, promote community well-being, and contribute to the overall health of the Paqtnkek Mi'kmaw Nation.

## POSITION OVERVIEW

The Administration Assistant plays a vital role in supporting the day-to-day operations of the Paqtnkek Mi'kmaw Nation administration. Reporting directly to the Chief Administrative Officer (CAO), this position requires a community-minded individual with exceptional communication and organizational abilities.

## QUALIFICATIONS:

- Proven experience in food bank or community service management, social services, or related fields.
- Strong organizational and leadership skills, with the ability to manage both staff and volunteers.
- Knowledge of food safety and inventory management best practices.
- Experience working in Indigenous communities or with Indigenous peoples is an asset.
- Excellent communication skills, including the ability to work with diverse community members and organizations.





- Compassionate, culturally aware, and committed to supporting the well-being of the Paqtnkek Mi'kmaw Nation.
- Ability to work independently and as part of a collaborative team.
- A valid driver's license and reliable transportation.

## RESPONSIBILITIES

- **Food Bank Operations:**
  - Manage the day-to-day operations of the community food bank, ensuring a steady supply of food, efficient inventory control, and proper distribution to those in need.
  - Oversee the safe handling, storage, and preparation of food to comply with health and safety regulations.
  - Coordinate food donations, including outreach to local businesses, organizations, and individuals to secure ongoing support.
- **Community Support and Outreach:**
  - Develop and maintain positive relationships with community members and partners to understand food security needs and identify gaps in service.
  - Work closely with the Social Director to assess the specific needs of community members and plan tailored food assistance programs.
- **Program Development and Implementation:**
  - Design and implement community-based food security programs, including food drives, nutrition education, and food sustainability initiatives.
  - Collaborate with local stakeholders to ensure programs are culturally appropriate and meet the needs of the community.
- **Volunteer and Staff Management:**
  - Recruit, train, and supervise volunteers and support staff to assist with food bank operations and other food security programs.
  - Ensure that staff and volunteers follow appropriate food safety and program protocols.





- **Reporting and Evaluation:**

- Maintain accurate records of food bank inventory, distributions, and community outreach activities.
- Prepare regular reports for the Social Director and other relevant stakeholders to track the impact of food security initiatives.
- Evaluate the effectiveness of food security programs and make recommendations for improvements.

- **Collaboration with Social Services:**

- Work closely with the Social Director to integrate food security efforts with broader social services provided to the community.
- Assist in coordinating emergency food assistance and other support services for individuals and families facing crisis situations.

## HOW TO APPLY

Interested candidates are invited to submit a resume and cover letter outlining their qualifications and experience to:

**David Kearns, HR Director**

Paqtnkek Mi'kmaw Nation

Email: [david.kearns@paqtnkek.ca](mailto:david.kearns@paqtnkek.ca)

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

**Paqtnkek Mi'kmaw Nation is an equal opportunity employer. We encourage applications from all qualified individuals, including those from Indigenous communities.**

