



601 Keefer Street  
Vancouver BC V6A 3V8  
Phone: 604-713-1838  
Fax: 604-713-1848

### **Job Posting: Backpack Assistant**

The Backpack Program provides direct access to fresh, nutritious food for community members experiencing food insecurity, offering support in a respectful and dignified way. Each week, the program distributes fresh produce boxes and dry good to 130 families—serving approximately 600 individuals.

The Assistant will help sort donations and work alongside a small team of volunteers to pre-pack the food boxes. They will also take the lead in planning and preparing for cultural celebrations hosted by community members throughout the year (such as Lunar New Year, Eid, Solstice, and Indigenous People's Day), as well as organizing the weekly hospitality area.

On Fridays, the Assistant will help set up the market, check in participants, assist with all aspects of food distribution and support volunteers throughout the day.

This position will report to the Food Security Manager and will work closely with the Community Food Coordinator.

Start Date: September 4th 2025- June 26<sup>th</sup> 2026

Rate of Pay \$19.85/hour 15 hrs per week

Days and Hours: Thursday & Friday 8:30am-4:30pm

### **Duties and tasks:**

- Assist with the Backpack Program that provides groceries to community members facing food insecurity.
- Accept donations on Thursdays, coordinate with volunteers to pack food boxes and set up tables for food and hospitality.
- Collaborate with volunteers to ensure smooth operations.
- Provide hands-on support for program delivery on Friday's, including task management and problem solving
- Interact with and support families participating in the program.
- Update the participate database as needed.
- Ensure all food safe practices are met during the program.
- Plan and coordinate 4-5 cultural celebrations during the year.



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### **Qualifications:**

**We are looking for someone with the following qualifications, however we value a willingness to learn and are happy to provide training for the right candidate**

- Interest in food security, food systems and food justice
- Experience working with people from diverse cultures and economic backgrounds
- Familiarity with the Strathcona neighbourhood is strongly preferred
- Previous experience coordinating or supporting volunteer-led programs
- Familiarity with running or assisting in a food distribution program
- Ability to manage tasks and coordinate logistics
- Excellent communication skills for interacting with families, volunteers and community members
- Ability to foster a welcoming and supportive environment
- Willingness to adapt to changing programs
- Works well in a team but is also comfortable working alone
- Fluency in a second language an asset, especially Arabic, Cantonese, or Mandarin
- Ability to lift 40 lbs
- Certification in Food Safe Level 1 is an asset
- Complete a Criminal Record Check

To apply, please send a resume and cover letter to [amy.weeks@vancouver.ca](mailto:amy.weeks@vancouver.ca), with subject heading "Backpack Assistant". Application deadline is Monday August 11<sup>th</sup>, 2025