



Job offer: Project Coordinator
“Ugly but Loved - Moches mais Chéris”

Corbeille de Pain/Bread Basket Lac-St-Louis is a not for profit organization serving the West Island community of Montreal whose mandate is to provide food security programs for vulnerable populations. The Project Coordinator should see him/herself as a spokesperson for Corbeille de Pain/ Bread Basket Lac St-Louis and will ensure that our mission, vision and values are carried out.

Project description

Ugly but Loved is a food security initiative held in the West Island of Montreal (WI) that aims to promote food saving through food conservation. By hosting workshops canning and food preservation, we participate in reducing the waste of non-marketable or unsold fruits and vegetables as well as empowering people with the skills needed to increase their food sovereignty.

Job description

1. Ensure a professional and regular communication with project partners (kitchens and churches, farms, markets and grocery stores, sponsors, donors and other partners).
2. Establish a strategy for the collection of foods with producers and volunteers including the pick-up, transport and storage of foods.
3. Coordinate the redistribution of fruits and vegetables.
4. Supervise the work of the interns and kitchen coordinator.
5. Promote the project and the other programs offered by Bread-Basket to the local community and to other organisations.
6. Participate on different committees that Ugly but Loved and Bread Basket are involved in.
7. Regularly write reports for the director, the board of directors and funders.
8. Ensure that sponsors have a good visibility on social media and all other communication tools.
9. Promote workshops and work on the visibility of the project.
10. Attend meetings at the office with the Director and other employees.
11. Perform all other related tasks deemed appropriate by the director.



Knowledge and Skills

The Coordinator should demonstrate the following characteristics:

- Bilingual, English and French
- Autonomy, initiative, dynamism, creativity;
- Interpersonal skills, active listening skills, diplomacy;
- Ability to lead and reinforce citizen mobilization;
- Good knowledge of environmental issues and agriculture;
- Ability to foster intergenerational ties;
- Ability to organize, plan and work as a team;
- Good manual skills;
- Knowledge of food security issues;
- Have interest in both traditional and contemporary transformation and preservation techniques;
- Able to work with tight deadlines and able to manage last minute or unforeseen changes;
- Computer skills.
- Have a valid driver's license and experience driving is an essential condition.

Working conditions

- Variable schedule variable - on average 15-20 hours per week with the possibility of up to 40 hours per week during the busy season.
- Start date: As soon as possible

Applying

Please submit cover letter and resume to corbeilledepain@gmail.com no later than **April 1, 2019**. Only selected applicants will be contacted for an interview.