



**Position:** Food Pantry Coordinator

**Campus Location:** Sault Ste. Marie

**Salary:** \$55,000 - \$65,000

**Hours:** Monday - Friday 9:00am - 5:00pm

With some evening and weekend hours

**Reports to:** Equity Centre Director

**Term:** Full time permanent

**Start Date:** February 10, 2025

**Application Deadline:** January 26, 2025

**General Responsibilities (summary):**

The **Algoma University Students' Union (AUSU)** is a non-profit organization committed to ensuring that the university experience for students is fulfilling, safe, and enjoyable. AUSU exists to represent students and provide services that address student needs, well-being, and opportunities.

AUSU provides a number of services through the AUSU Equity Centre, including the Food Pantry, People's Garden, and Pride Centre, which work closely together for systemic change and frontline student support.

The Food Pantry is made up of a team of full and part-time staff and student volunteers who are committed to food security and sovereignty. The Food Pantry is guided by the principles of the Slow Food Movement and prioritizes operating in a sustainable, equitable, and just manner.

Our purpose is to provide essential food, hygiene, and household items to Algoma University students for free, and in an accessible, dignified manner. Direct student support is an important component of the Food Pantry service, as we also aim to challenge systemic food insecurity through other campaigns and education. The Food Pantry works with community partners and campus groups to implement opportunities for food reclamation and education, community building, and skill building as an important part of social justice, and for the betterment of student lives on campus.

The Food Pantry Coordinator is responsible for all aspects of the AUSU Food Pantry service, and will work with a diverse array of individuals, including students, staff, and community members. Many of the clients served in the Food Pantry are vulnerable, and the Food Pantry Coordinator is tasked with leading a team that serves clients and the community with dignity, respect, and kindness while maintaining a confidential, non-judgmental, and welcoming environment. A collaborative, strengths-based, and power-with approach is used within the Equity Centre operations, and is reflected in the team dynamics of the Food Pantry.

**Responsibilities include, but are not limited to (list):**

- Be a leader in and champion for inclusivity, decolonization, food sovereignty, and environmental sustainability in all aspects of operations.
- Coordinate AUSU Food Pantry operations, including day to day operations, serving students, managing support staff and volunteer team, maintaining inventory, developing partner relationships, creating fundraising proposals, and facilitating programming. Act as the main point of contact for the AUSU Food Pantry.
- Work directly with students accessing Food Pantry in a trauma-informed manner to share resources and/ or direct to additional support services.
- Maintain and develop working relationships with local community organizations and individuals such as Harvest Algoma, food sovereignty groups, and other emergency food providers to share knowledge of food security and sovereignty
- Develop training and retention program for support staff and volunteers
- Complete weekly reports, including reports on operations, projected challenges, and successes of the service
- Develop and update relevant policies and procedures for the AUSU Food Pantry, including volunteer management, ethical inventory sourcing and management, and donation policy.
- Lead the financial management and planning of the AUSU Food Pantry, in coordination with the AUSU Finance Team
- Support the development and operations of additional AUSU services and projects, including Pride Centre, People's Garden, and advocacy campaigns

**Our Commitment to equity, diversity and inclusion:**

AUSU values equity, diversity, and decolonization, and this is reflected throughout the inclusive and affirming environment we strive to maintain. AUSU understands the ongoing impacts of colonization and capitalism, which includes the marginalization of many communities in the workforce, such as Indigenous, Queer and Trans folks, immigrants, and individuals with disabilities.

All applicants will be treated with equity, dignity, and respect throughout the recruitment and hiring process.

AUSU is committed to being accessible and inclusive, and following barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Applicants who require accommodation through any stage of the recruitment process will be accommodated upon request.

Sounds like a great job for you? Excellent! We look forward to hearing from you! Please note, if



you are interested in the position, but you can't commit to fulfilling all of the hours listed above, AUSU is flexible and can consider various hours of availability.

**Please email your resume and cover letter in one PDF document to [ausu@ausu82.ca](mailto:ausu@ausu82.ca) by January 26, 2025 at 11:59pm and include the position title “AUSU Food Pantry Coordinator” in the email subject line.** Only those who are invited to the interview stage will be contacted via email.