



# More than a Food Bank!

**Cambridge Self-Help Food Bank**  
54 Ainslie St. S., Cambridge, Ont., N1R 3K3  
P: 519-622-6550 F: 519-622-9076  
cambridgefoodbank.on.ca

## **CAMBRIDGE SELF HELP FOOD BANK JOB POSTING: Program Manager**

**Location:** Cambridge Self Help Food Bank

**Hours of Work:** 9-4:30\* Monday through Friday

### **Position Overview:**

This position is responsible for managing the day-to-day front line operations of the Food Bank, including staff supervision, program development and evaluation

### **Qualifications:**

- Diploma in social service or equivalent
- Program evaluation training/certification

### **Experience and Knowledge**

- Three to five years of staff management experience including hiring, training, supervising, assessing personnel and development of job descriptions
- Experienced in program development and evaluation experience including methods to collect and analyze program data
- Strong grant writing skills and demonstrated experience in obtaining funding
- Demonstrated ability to generate and deliver persuasive written and verbal communications with strong presentation skills
- Exceptional attention to detail/organizational skills
- Ability to develop and conduct wide scale evaluations of the agency programs and services
- Experience developing and managing program budgets
- Creative, strategic and analytical thinker with the ability to manage multiple projects

### **Core Competencies**

- Ability to prioritize effectively and work under pressure with many competing demands
- Self-directed and able to work independently and proven problem solving skills
- Ability to participate in program delivery when needed
- Valid G license and clean drivers' abstract required with access to a reliable vehicle an asset
- Excellent Computer Skills, proficiency in Microsoft Office applications, database programs and the Internet. Knowledge of HIFIS 4 an asset
- Ability to manage a work schedule and varying demands outside a regular workday
- Ability to work with diverse personnel
- Possess cultural awareness and sensitivity including knowledge of poverty and street culture
- Ability to establish and maintain effective and harmonious working relationships with staff
- Sound decision making skills, judgment, tact and discretion

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Emergency Food Assistance • Food Co-Operative  
Infant, Youth, Adult, and Senior Programs  
Employment Readiness Programs





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### Time Requirements \*

The CSHFB's regular office hours are Monday, Tuesday, Wednesday, Friday 9-4:30pm and Thursday 9-6:30pm. Flexible house due to nature of the work is required and it is understood that all team members are required to work irregular hours to ensure that the objectives of the organization are being met. This includes evenings and weekends especially during peak times of the year.

Please submit cover letter and resume by either email or letter to:

Dianne McLeod

54 Ainslie St South, Cambridge Ontario N1R 3K3

Closing date September 11<sup>th</sup>, 2020