

Job Posting: Community Food Room Assistant

The Ryerson Students' Union (RSU) is currently seeking candidates to assist with the overall delivery of the campaigns and events of the Community Food Room. **Applicants must be approved for Workstudy for the 2011/2012 academic year prior to applying.**

The Assistant is directly supervised by the Equity and Campaigns Organiser and works with the Executive Director of Communications and Outreach.

Positions Available:

- **Community Food Room Volunteer and Outreach Assistant:** One (1)
- **Community Food Room Events and Campaigns Assistant:** One (1)

Start Date: Monday, September 12, 2011
End Date: Friday, March 23, 2012
Rate of Pay: \$11 per hour
Hours Per Week: 15 hours

RESPONSIBILITIES:

- Assists with promotion and development of Community Food Room and all of its services and campaigns in coordination with other staff
- Responsible for volunteer recruitment, training and orientation
- Organises the work of volunteers and their participation in Community Food Room events, providing services to users and education on the issue of food insecurity and poverty
- Assists in reviewing and making recommendations to policy and procedures for users of the service
- Responsible for updating website with events and material
- Responsible for conducting outreach at least once a week; outreach includes but is not limited to tabling, class talks, and posterings
- Assists with Community Food Room deliveries, food purchases, providing up to date statistics and inventory of the Community Food Room
- Responsible for maintaining a safe and positive space in all Community Food Room activities and incentives
- Responsible for maintaining regular office hours and ensuring the health, cleanliness and organization of the Community Food Room and its service
- Responsible for organizing and coordinating events and campaigns that address poverty, food insecurity, health and nutrition
- Takes a primary role to coordinate food drives and events
- Takes a primary role in developing fundraising initiatives for the Community Food Room

SUCCESSFUL CANDIDATES WILL POSSESS:

- Ability to overcome challenges and lead a project from concept and planning through to successful execution
- Experience with community development, event planning and developing promotional material
- Can work independently with minimal supervision but is team oriented
- Ability to work with a diverse group of people
- Strong organisational skills
- Effective communication, both verbal and written
- Proven ability to work within deadlines and in an expedient manner
- Ability to motivate others and recruit volunteers
- Knowledge and understanding of Equity issues and creating inclusive spaces
- Must be a student at Ryerson University and returning to school full time in Fall 2011
- Must be approved for Workstudy for the 2011/2012 academic year

Interested candidates should submit a resume and cover letter

PRIOR TO MONDAY, SEPTEMBER 19, 2011 at NOON to:

Community Food Room Assistant Hiring Committee
Ryerson Students' Union Email: jobs@rsuonline.ca
55 Gould Street, SCC 311 Fax: 416-979-5260
Toronto, Ontario M5B 1E9

(If sending a "soft-copy" of your resume and cover letter via email, please ensure it is in Microsoft WORD or Adobe Acrobat format.)

Who are we?

The Ryerson Students' Union (RSU) represents over 24,000 full-time undergraduate and graduate students at Ryerson University, in downtown Toronto. The Students' Union hosts dozens of events each year ranging from social gatherings, educational seminars, music concerts, awareness campaigns and mobilisations. For more information on the RSU, please check out our website at rsuonline.ca

The Ryerson Students' Union is committed to employment equity and encourages applications from diverse communities, including: Aboriginal people, persons of colour, persons with disabilities, members of the queer community, trans people and women.

The Ryerson Students' Union is an independently incorporated students' union working within the Ryerson community.

PART-TIME JOB APPLICATION Equity Service Groups

The RSU's Part-Time Job Program is Funded in Part by the Work-Study Program

LAST NAME **FIRST NAME**

PROGRAM **CURRENT YEAR IN PROGRAM** **STUDENT ID**

** Must be registered Full-Time*

CURRENT ADDRESS

PERMANENT ADDRESS

PHONE NUMBER(S)

E-MAIL ADDRESS

HAVE YOU APPLIED FOR WORK-STUDY?

YES NO

HAVE YOU RECEIVED CONFIRMATION OF WORK-STUDY ELIGIBILITY?

YES NO

NOTE: Proof of work-study eligibility is required during interviews

ARE YOU AN INTERNATIONAL STUDENT?

YES NO

BASED ON INTEREST AND EXPERIENCE, CHOOSE THREE POSITIONS ONLY

- | | |
|---|---|
| <input type="checkbox"/> Community Food Room Events & Campaigns Assistant | <input type="checkbox"/> Women's Centre Events Assistant |
| <input type="checkbox"/> Community Food Room Outreach & Volunteer Assistant | <input type="checkbox"/> Women's Centre Outreach & Volunteer Assistant |
| <input type="checkbox"/> RyeACCESS Events Assistant | <input type="checkbox"/> Women's Centre Campaigns & Advocacy Assistant |
| <input type="checkbox"/> RyeACCESS Outreach & Volunteer Assistant | <input type="checkbox"/> Students Against Racism Campaigns & Advocacy Assistant |
| <input type="checkbox"/> RyeACCESS Campaigns & Advocacy Assistant | <input type="checkbox"/> Students Against Racism Outreach & Volunteer Assistant |
| <input type="checkbox"/> RyePRIDE Events Assistant | <input type="checkbox"/> Students Against Racism Events Assistant |
| <input type="checkbox"/> RyePRIDE Outreach & Volunteer Assistant | |
| <input type="checkbox"/> RyePRIDE Campaigns & Advocacy Assistant | |

OVER >>>

QUESTIONS

You must provide a copy of YOUR RESUME & A COVER LETTER to be considered.

Please tell us why you want to work with the RSU's Equity Service Groups?

Write a brief outline of what you would accomplish in three months.

In summary, explain how you would meet the requirements for the top two positions selected on the front, as described in the job posting?

JOB 1:

JOB 2:

EXPERIENCE/SKILLS (CHECK ALL THAT APPLY):

- | | | |
|--|---|--|
| <input type="checkbox"/> <i>Volunteer Coordination</i> | <input type="checkbox"/> <i>Customer Service / Retail</i> | <input type="checkbox"/> <i>Project Management</i> |
| <input type="checkbox"/> <i>Coalition Work</i> | <input type="checkbox"/> <i>Peer Support</i> | <input type="checkbox"/> <i>Public Speaking</i> |
| <input type="checkbox"/> <i>Anti-Oppression Training</i> | <input type="checkbox"/> <i>Outreach / Recruitment</i> | <input type="checkbox"/> <i>Computer Software (list)</i> |
| <input type="checkbox"/> <i>Campaigns Work</i> | <input type="checkbox"/> <i>Office Administration</i> | |
| <input type="checkbox"/> <i>Event Planning</i> | <input type="checkbox"/> <i>Research</i> | |

AVAILABILITY: *Please indicate the times you are **NOT AVAILABLE** to work:*

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
10					
11					
12					
1					
2					
3					
4					
5					
6					
7					

***After completing this application form, please return to the Ryerson Students' Union
(SCC311, 3rd Floor, 55 Gould Street, Student Centre)***

Please ensure you have received work-study eligibility.