



# Chippewas of the Thames First Nation

320 Chippewa Road, Muncey Ontario N0L 1Y0 Tel: (519) 289-5555 Fax: (519) 289-2230

Chippewa of the Thames First Nation is accepting applications for the current vacancy:

## **Anishinabek Food Rights (AFR) Coordinator (CONTRACT)**

**REPORTS TO:** Ontario Works Administrator

**DEPARTMENT:** Ontario Works

**LOCATION:** 328 Chippewa Rd, Muncey On – Community Centre

**TERM:** Full-time, Monday to Friday, 8:30am- 4:30pm EST (CONTRACT- Mat leave coverage)

**POSTING DATE:** July 30<sup>th</sup>, 2025

**CLOSING DATE:** August 20<sup>th</sup>, 2025

### **Summary:**

Under the supervision and direction of the Ontario Works Administrator, the Anishinabek Food Rights Coordinator will be responsible for the overall maintenance of the Anishinabek Food Rights Program. The Coordinator will create and update program policies and procedures, network for donations, write funding proposals, and ensure compliance with health standards while maintaining food accessibility.

### **Responsibilities:**

- Deliver food bank services to Chippewas of the Thames First Nation community
- Order and maintain food supplies, organize food bank area, and ensure food safety standards
- Coordinate food hampers distribution and track client data
- Develop and review program policies with the Ontario Works Administrator
- Manage the program budget, financial records, and funding proposals
- Participate in meetings, staff development, and program evaluations
- Ensure accountability and transparency in assigned responsibilities
- Attend regular meetings and community events as assigned



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- Perform other duties as recommended by the Administrator

## **Qualifications:**

- Ontario Secondary School Diploma (or equivalent)
- One (1) year of supervisory experience
- Ontario Class G Driver's License
- Safe Food Handling Certificate
- CPR First Aid Certificate
- Customer Service Certificate
- Training and Certification in WHMIS, Workplace Violence & Harassment
- Excellent verbal and written communication skills
- Ability to lift up to 50 pounds
- Initiative, problem-solving skills, and decision-making ability
- Proficiency in Microsoft Office, Excel, Publisher, and email
- Flexible availability including evenings and weekends with advance notice

Hiring of Indigenous people will be given preference, please identify.

**Interested applicants, please submit a cover letter, resume, photocopies of education documents to:**

[human.resources@cottfn.com](mailto:human.resources@cottfn.com)

or

**320 Chippewa Road, Muncey, ON N0L 1Y0**

**Please clearly mark "AFR Coordinator"**



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NOTE: We thank all candidates for applying; however only those selected for an interview will be contacted. Accommodations are available on request for candidates taking part in all aspects of the selection process.