



BROWN BAGGING FOR
Calgary's Kids

Programs Assistant

Part/Time 35 hours per/week

Does taking meaningful action inspire you? Are you looking for an opportunity to make an impact in the daily life of a child? Are you passionate about creating social change, engaging with and having an impact on your community? Are you looking to take ownership of your career in an organization that values people, action and trust? Brown Bagging for Calgary's Kids (BB4CK) has an opportunity for a dynamic individual to join our dedicated team!

Who we are: Brown Bagging for Calgary's Kids (BB4CK) is a mission-focused grassroots organization, working to build and strengthen communities that ensure every child has enough to eat at school. Our team is small, working together in our areas of strength to ensure we can have broad impact in our community.

Brown Bagging for Calgary's Kids has increased the number of hungry kids fed daily through its programs by almost 100% since 2015. To accomplish this increased impact, BB4CK has broadened its program delivery through community partnerships and a focus on encouraging and supporting people in Calgary to act in meaningful ways to feed kids. Today, BB4CK continues to grow and transition in order to achieve our goal of no hungry kids. This is an exciting and challenging time in our organizational life, as we continue to meet the growing need in our community, while also focusing our efforts on strengthening our systems and processes to support our growing organization.

Our vision: Communities that make sure all kids are fed.

Our mission: Connect and inspire people to take meaningful action to feed and care for kids.

Programs Assistant Role

We are currently looking to hire 2 Programs Assistants.

Hours of Work

35 hours/week (.875 FTE); typically scheduled between 6:30am – 2:30pm Monday – Thursday & 8am – 11am Fridays

Overview of the Programs Assistant Role

Our BB4CK kitchens continue to grow to ensure all kids are fed in our community. While our numbers vary, in any given week we have 25 – 30 kitchens and 250+ volunteers preparing lunches to be delivered to K-12 students across the city. It's not uncommon for our main kitchen to prepare and deliver 2,000 lunches on a school day.

Program Assistants are people-focused, have keen organizational skills and the ability to multi-task in a busy and changing environment. Alongside the Team Lead, K-12 Programs and Kitchen & Volunteer Coordinator, Program Assistants support all BB4CK kitchens and volunteers, to make and deliver lunches each day.



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Key responsibilities:

Whole Organization:

- Be responsible for own health and wellness, personally and professionally, and take ownership to ensure you are able to perform this role as needed
- Contribute wholeheartedly to BB4CK's vision and mission
- Working effectively on tasks assigned within the context of BB4CK values and culture

This Role:

- Share the story of BB4CK in a wide variety of different communities; Inspire and motivate people to engage with BB4CK to feed kids in their communities
- In partnership with the Team Lead, K-12 Programs, engage and support volunteers
- Support the development and growth of existing programming, and new program initiatives/priorities
- Programs Assistants rotate the focus of their work weekly between Main Kitchen and Community Kitchen. (E.G. Weeks 1 & 3 Main Kitchen, Weeks 2 & 4 Community Kitchen)

Main Kitchen Weeks:

Monday – Thursday you'll be in BB4CK's main kitchen with 20+ volunteers preparing 1500 – 2500 lunches and prepping for the next day's lunches. Fridays you'll have admin time to tackle emails or projects you're working on with the K-12 Programs Team.

- Welcome, onboard, and train new regular volunteers in partnership with the Volunteer Connector
- Support with the preparation of lunches including acting as a kitchen "float" support for volunteer groups (bringing supplies to tables, answering questions, supervising sandwich tables or supporting a baking group)
- Ensuring health and safety of the kitchen: directing volunteers on cleaning, and supporting with cleaning of the kitchen
- Supporting with the packing of lunch bins, and moving bins from our kitchen to our delivery drivers
- Work with the Kitchen & Volunteer Coordinator and Programming Systems Coordinator to schedule/coordinate daily kitchen volunteers and create/modify driver routes
- Occasionally you will be required to drive a lunch delivery route
- Receive delivery orders, make note of stock changes and needs for upcoming orders
- Support the Kitchen & Volunteer Coordinator in their daily operations

Community Kitchen Weeks: Each Programs Assistant supports and engages with a number of Community Kitchen groups. During your Community Kitchen weeks, you'll spend time with these groups, and lead afternoon baking in BB4CK's main kitchen.

- Schedule visits with your Community Kitchen groups
- Twice/week lead afternoon baking groups in BB4CK's main kitchen
- Once/month (Friday) lead an Experience Based Learning group (ie. Group of students). EBL programs combine learning with a baking group or food prep



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- In partnership with the Kitchen and Volunteer Coordinator, support the onboarding and training of new volunteers
- Learn & master our tech systems, including: Better Impact and our in-house Kitchen Operating Software. Support ongoing data input and reporting.

This opportunity might be for you if you:

- Are passionate about BB4CK's mission, and want to engage others in feeding kids
- Are a dynamic and engaging leader that finds joy in building relationships and serving
- You're flexible and energized by a dynamic and changing work environment
- You enjoy managing the small details that make a big difference (E.G. Managing inventory, prepping for the next day, etc...)

Qualifications:

- Your ability to work with people, coordinate projects, manage details, and willingness to learn are the biggest things we're looking for in a Programs Assistant. We know there are many ways to showcase this experience, and we look forward to learning more about you. Some experiences you may have that would show this could be:
 - Experience working with and leading volunteers
 - Experience in a professional kitchen environment
- As the Programs Assistant will be on-site at all BB4CK kitchens a
- valid driver license and willingness to drive across the city (parking and mileage is reimbursed) is required
- Ability to work in a physical environment (the Program Assistant will be on their feet most days while in the kitchen, and lifting bins of 25 – 50 lbs)

BB4CK offers a competitive compensation package along with professional development opportunities for innovation and professional growth. Salary will be commensurate with level of experience.

If you are looking for a purpose driven and compelling place to work, please email your cover letter and resume to rachel@bb4ck.org. Applications will be reviewed on a rolling basis.

This position will remain open until a suitable candidate is found. We thank all applicants for their interest in BB4CK, however only those under consideration will be contacted.

www.bb4ck.org