

Internal/External Posting
Program Supervisor
Emergency Food Assistance
Full-Time
Wage \$28.54 – \$34.50/hour

Manitoulin Family Resources requires 1 Full-Time Program Supervisor to support our Emergency Food Assistance program. The Program Supervisor oversees the day-to-day operations of the Food Bank and Treasures Thrift Store to ensure efficient service delivery, regulatory compliance, and positive community impact. This role supervises staff and volunteers, manages inventory and finances, and ensures programs operate in alignment with organizational policies and funding requirements. Additional responsibilities include overseeing food safety standards and facility maintenance, coordinating donation intake and merchandising for the thrift store, fostering partnerships with community agencies and donors, supporting outreach and public engagement efforts, and continuously evaluating program effectiveness to improve services for individuals and families.

The successful candidate will have

- Relevant post-secondary education (degree or diploma), or a combination of education/experience working in program management, retail supervision, nonprofit operations, or related field.
- Knowledge of food safety standards and inventory management preferred.
- Excellent interpersonal, planning, and communication skills.
- Proficiency in basic computer applications and reporting systems.
- Demonstrated commitment to diversity, cultural competency, anti-judgement frameworks.
- Current CPR/First Aid certification, Food Handler's Safety certificate, valid driver's license, insurable driver's abstract, clear Vulnerable Sector Screening, and proof of education
- Second language fluency in Ojibway and/or French seen as an asset.

This position is a non-bargaining unit position. Flexibility in scheduling will be required to meet the needs of the Food Bank and Thrift Store including, though not exclusive to, evenings and weekends.

Please forward applications to: Brady Case
Human Resources Coordinator
Manitoulin Family Resources
bcase@mfresources.net

Deadline for applications: Applications are accepted until position is filled.

We strive to foster an organization that reflects the diversity of the community we serve and welcome applications from all qualified candidates. We encourage applications from individuals from underserved and underrepresented cultural and racial communities, from First Nations, Inuit and Metis communities, Two-Spirit, LGBTQIA+ communities, and people living with disabilities. If you require an accommodation, we will work with you to meet your accommodation needs to ensure your equal participation.

We thank all applicants for their submissions, only those selected for an interview will be contacted.

Violence Against Women Prevention - Haven House Shelter & Outreach Counselling
Children's Services – Manitoulin Early ON Child and Family Centre, Centre based & Home Childcare
Help Centre – Food Bank and Thrift Shop