



Food Procurement Representative (Part Time)

FEED NOVA SCOTIA is a charitable organization that helps feed hungry people by collecting and distributing food to more than 150 member agency food banks and meal programs, while at the same time striving to eliminate chronic hunger and poverty through research, awareness and support programs. FEED NOVA SCOTIA is currently recruiting Food Procurement Representative; this is a part-time position (2 days per week).

Reporting to the Director of Operations, The Food Procurement Representative is responsible for marketing and promoting FEED NOVA SCOTIA throughout the province in order to procure new food donations and achieve annual food sourcing targets.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Sourcing food donations from the food industry, including grocery/food retailers, food-service distributors, farmers & producers, hospitals, restaurants, and food industry associations.
- In conjunction with the Director of Operations, cultivating food donor relationships in all food sectors that provide long-term donor commitment, including warehousing and transportation donations.
- Develop relationships with other food related suppliers (packaging, totes, & miscellaneous supplies) to reduce costs of FEED NOVA SCOTIA's operational needs
- Achieve food sourcing targets, determined by FEED NOVA SCOTIA, including special events such as the Christmas Hamper Program.
- Co-ordinate and maximize the various food bin programs.

QUALIFICATION REQUIREMENTS

- Completed an undergraduate degree with an emphasis on marketing, business or public relations.
- Experience in the food industry would be considered a definite asset.
- Valid driver's license and acceptable drivers abstract is also required.

If you are looking for an outstanding opportunity with a non-profit organization, please submit a cover letter and resume immediately to: hrrassistant@feednovascotia.ca.

We thank you for your interest in employment with FEED NOVA SCOTIA. However, only those candidates selected for an interview will be contacted.