Position Title: MAC Bread Bin Assistant Director

Term of Office: September 1 to April 30 (summer preparation required)

Supervisor: Executive Board Vice-President (Administration) through the MAC Bread Bin Director

Remuneration: Refer to MSU OPERATING POLICY 2.2 – APPENDIX A

Hours of Work: Variable Capped Hours (May 1 – August 31) 10 hours per week (September 1 – April 30)

General Scope of Duties
The MAC Bread Bin Assistant Director works closely with the volunteer team and Director to manage the Meal Exchange Chapter, including its programming on campus. The Assistant Director is the liaison between Meal Exchange Canada and the McMaster chapter associated with MAC Bread Bin. In addition, the Assistant Director shall support the Events Coordinator and Promotions Coordinator in their roles and responsibilities. The MAC Bread Bin Assistant Director is responsible for coordinating food raising and fundraising initiatives, as well as educating McMaster students on the causes and consequences of poor food systems and the support resources available to students. The MAC Bread Bin Assistant Director will perform the duties of the Director if they are absent.

Major Duties and Responsibilities

<table>
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<tr>
<th>Category</th>
<th>Percent</th>
<th>Specifics</th>
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<tbody>
<tr>
<td>Support &amp; Supervisory Function</td>
<td>40%</td>
<td>▪ Provide support to the MAC Bread Bin Director</td>
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<td>▪ Provide support to the Events and Promotions Coordinators in their roles and responsibilities</td>
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<td>▪ Recruit volunteers to assist in the coordination of all program events</td>
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<td>▪ Train volunteers on their roles and responsibilities</td>
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<td>▪ Hold regular Meal Exchange meetings that allow volunteers to come together to plan events and advocate on issues related to de-stigmatizing and minimizing hunger</td>
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<td>▪ Perform the duties of the MAC Bread Bin Director if they are absent</td>
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<tr>
<td>Financial &amp; Budgeting Function</td>
<td>10%</td>
<td>▪ Work with the MAC Bread Bin Director to ensure that programming budgets aligns with the service budget</td>
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<td>▪ Maintain financial records of all Meal Exchange programs in accordance with Meal Exchange national policies</td>
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MAC Bread Bin Assistant Director Job Description

- Retain financial information to receive reimbursement from the MAC Bread Bin Director
- Ensure all costs remain within the allocated budget and inform the MAC Bread Bin Director of all expenditures

Communications Function 25%
- Maintain strong communication with the MAC Bread Bin Director, Promotions Coordinator, and Events Coordinator
- Maintain contact with Meal Exchange national office and participate in all scheduled teleconferences with other Meal Exchange campus coordinators across Canada.
- Build and sustain positive relationships with community partners and other groups focused on food sustainability, food accessibility, and food security, both on and off campus

Advertising & Promotions Function 10%
- Contact the Promotions Coordinator in a timely manner to ensure enough time for promotional material to be designed and created at Underground Media + Design
- Advertise events in an appropriate manner, including the use of appropriate MSU channels
- Network with campus and community partners to promote MAC Bread Bin and Meal Exchange events
- Continually advertise MAC Bread Bin and its services as resources for emergency assistance

Other 15%
- Other duties as assigned by the Director
- Participate in transition with the outgoing MAC Bread Bin Assistant Director and provide transition for the incoming MAC Bread Bin Assistant Director
- Participate in mid-year evaluation process set out by the Vice-President (Administration)
- Assist in hiring the MAC Bread Bin Assistant Director
- Assist in hiring other MAC Bread Bin staff as requested by the Director
- Attend all meetings as scheduled
- Be an active member of the MAC Bread Bin community

Knowledge, Skills and Abilities
- Awareness and understanding of topics associated with MAC Bread Bin (e.g. food security, food accessibility, food sustainability)
- Ability to maintain a calm demeanor in stressful situations and work with a diverse population
- Detail oriented
- Knowledge of event planning and fundraising is an asset
- Organizational and time management skills
- Leadership skills required
- Ability to lead and work with others
- Interpersonal skills an asset
- Excellent written and oral communication skills required
- Ability to work well under minimal supervision and take ownership of all projects
- Ability to coordinate others and take initiative to ensure successful completion of tasks

Effort & Responsibility
- Maintain confidentiality of all individuals accessing MAC Bread Bin
- Effort required to think creatively
Effort required to plan and execute events
- Responsible for maintaining an appropriate and positive image of the MSU
- Judgment required to make financial decisions

**Working Conditions**
- Work is performed in a shared space
- Time demands may exceed stated hours of work

**Training and Experience**
- Management and supervision experience of staff and volunteers an asset
- Experience with food raisers and fundraisers is an asset
- Experience with budgeting procedures is an asset
- Experience with MAC Bread Bin as a volunteer and/or user is an asset
- Anti-Oppression Training (provided)
- Food Handlers Certification required (provided)

**Equipment**
- Shared computer and telephone resources