



University Students' Council – Position Description

Position Title: Food Support Service Executive
Supervisor: Food Support Service Coordinator
Term: September 1 – April 30th

OVERVIEW:

Food Support Services missions is to reduce hunger in our communities through our food hamper (digital food bank) system and food bank service, helping to enable the full participation of students facing barriers of food insecurity

The USC is seeking four (4) undergraduate students in the 2023/24 term to act as VPs on the Food Support Committee. These roles include VP Volunteer, VP Events, VP Communications, and VP Graphics and Design.

VP Volunteer

3-5 hours per week; 3 hours/week + 2 hours/week of committee responsibilities (can work on committee responsibilities during food bank hours if there are no hamper requests or visitors in the food bank).

The Food Support VP Volunteer is responsible for managing a team of volunteers and to ensure their successful integration into the Food Support team.

PRIMARY RESPONSIBILITIES

1. Organize and Coordinate food bank volunteers to create a seamless schedule for food bank shifts.
2. Communicate frequently with volunteers to ensure they are satisfied and well-placed.
3. Organize and execute engaging and creative internal events for volunteers (minimum 1-2 per semester).
4. Relay information between food bank volunteers, coordinator and the executive team.
5. Previous experience volunteering with Food Support Services or the USC is preferred, but not necessary.
6. Attend weekly executive meetings.
7. Adhere to USC bylaws, policies, and procedures.

VP Events

3-5 hours a week: 3 hours/week + 2 hours/week of committee responsibilities (can work on committee responsibilities during food bank hours if there are no hamper requests or visitors in the food bank) The Food Support VP Events is responsible for overseeing a small team of volunteers to plan and implement creative and engaging events that increase awareness about and work towards reducing food insecurity and other food-related issues.

PRIMARY RESPONSIBILITIES

1. Manage FSS events such as the Food for Thought Gala, Food Drives, Campaigns, and Case Competitions.
2. Organize and coordinate events volunteers to run scheduled events.
3. Develop and implement new initiatives related to food security, food stability, and hunger-reduction.
4. Assist the FSS Coordinator with managing inventory and donations from external events (i.e. food drives).
5. Relay information between food bank volunteers, coordinator and the executive team.
6. Attend weekly executive meetings.
7. Adhere to USC bylaws, policies, and procedures.

VP Communications

3-5 hours a week: 3 hours/week + 2 hours/week of committee responsibilities (can work on committee responsibilities during food bank hours if there are no hamper requests or visitors in the food bank)

The Food Support VP Communications is responsible for managing the FSS social media platforms and communication channels to increase awareness of and engagement with services and events, as well as food-related issues on campus and in the community.

PRIMARY RESPONSIBILITIES

1. Develop a comprehensive, yearly strategy for FSS's social media and communication channels (e.g., Facebook, Twitter, FSS microsite).
2. Respond to questions or concerns that students may express on social media.
3. Ensure that information is posted in a timely manner.
4. Attend weekly exec meetings.

5. Adhere to USC bylaws, policies, and procedures.

VP Graphics and Design

3-5 hours a week: 3 hours/week + 2 hours/week of committee responsibilities (can work on committee responsibilities during food bank hours if there are no hamper requests or visitors in the food bank)

The Food Support VP Graphics and Design is responsible for creating all of the graphics for FSS's social media and communication channels.

PRIMARY RESPONSIBILITIES

1. Direct creative concepts for print and video initiatives.
2. Previous experience with Photoshop and Illustrator is preferred.
3. Attend weekly exec meetings
4. Adhere to USC bylaws, policies, and procedures.