



**WEST COAST KIDS
CANCER FOUNDATION**

Food Programs Coordinator

Salary: \$57,000

32 hours/week

NOURISH | LEAD | ORGANIZE | CONNECT | MAKE A DIFFERENCE

About us:

West Coast Kids Cancer Foundation (WCK) exists to provide timely, practical support to respond to the needs of B.C. kids and their families, easing their way as they navigate childhood cancer and blood disorders.

And you:

You are a compassionate, organized, and proactive leader who is excited to oversee one of WCK's fastest-growing program areas: our Food Programs for families navigating childhood cancer and blood disorders across B.C. You bring both heart and operational strength to a role that ensures families receive nourishing, reliable support exactly when they need it most. In this role, you will manage the overall delivery, coordination, and growth of WCK's Food Programs. Over the past two years, these programs have expanded significantly and we anticipate this momentum to continue. You're someone who thrives in a dynamic environment, enjoys improving systems, and is eager to build on an already impactful foundation. Reporting to the Program Manager, you'll serve as a central connector and voice within this program area. You are confident leading volunteers and staff, building strong relationships with families, vendors, donors, and program partners, and ensuring the Food Program operates with excellence, compassion, and efficiency. If you're ready to help shape the future of a program that brings comfort and relief to families during some of their hardest moments, this role is for you.

About this role:

You love food, people, and making meaningful things happen. You're an organizational powerhouse who thrives on building genuine connections and keeping complex programs moving with heart and precision. Ambitious goals energize you, and you're at your best when compassion, coordination, and community come together. Delegating, supporting volunteers, and rolling up your sleeves when needed all come naturally to you. At its core, this role is about supporting families through nourishing meals and human connection and that's where you shine.

As the Food Program Coordinator, you will play a central role in managing and growing WCK's Food Programs, ensuring families navigating childhood cancer and blood disorders receive reliable, thoughtful support. You'll oversee program logistics, lead volunteers, collaborate closely with partners, and help shape an essential program that continues to expand across B.C.

Key Responsibilities:

Program Leadership & Coordination

- Manage and nurture relationships with food vendors, including onboarding new partners.
- Oversee all food and supply ordering, receiving, inventory management, and distribution.
- Develop meal plans based on family feedback, dietary needs, and program goals.
- Lead communication with families enrolled in Nourish at Home and other food programs.
- Gather and track program impact data including statistics, feedback, and quotes for reporting and storytelling.
- Oversee the food program budget, expenses, reconciliations, and financial documentation.

Hospital & Community Partner Engagement

- Liaise with partners at BC Children's Hospital, Surrey Memorial Hospital, and community organizations to ensure smooth program delivery.
- Coordinate and participate in food deliveries to hospitals and families' homes.
- Support the operation of Food in the Freezer, Smoothie Sundays, and other food-based initiatives.
- Work closely with courier services to ensure safe, timely, and reliable home deliveries.

Volunteer Leadership

- Recruit, schedule, support, and engage food program volunteers.
- Lead volunteers in organizing, packaging, prepping, and delivering food items.
- Create meaningful corporate volunteer experiences and represent WCK during group volunteer sessions.

Program Operations & Logistics

- Maintain accurate inventory records and ensure organized tracking systems.
- Coordinate weekly purchasing from vendors (e.g., Costco, wholesalers, and specialty suppliers).
- Respond to and coordinate offers of in-kind food donations.
- Oversee day-to-day program operations and step in to support tasks such as packaging, delivery prep, and direct service when needed.
- Provide operational oversight in collaboration with the Food Programs Assistant and ensure continuity of operations during their absence.

Donor & Fundraising Support

- Work closely with the WCK fundraising team to recognize, steward, and engage food program donors.
- Provide impact stories, data, photos (as appropriate), and program highlights to support fundraising and communications.



What do you bring:

- Excellent interpersonal and communication skills
- Deep compassion and a trauma-informed, family-centered approach
- Strong organizational skills with high attention to detail
- Comfortable managing logistics in a fast-paced environment
- Ability to build positive relationships with families, vendors, partners, and volunteers
- Experience scheduling and coordinating volunteers
- Adaptable, solution-focused, and calm under pressure
- Comfortable learning new systems (Slack, Airtable, ClickUp an asset)
- Food safety knowledge and ability to lift up to 30 lbs
- Self-starter who thrives both independently and within a team

Compensation and details:

- This position is 32 hours/week
- Salary \$57,000/ year
- This role is required to occasionally work evenings and weekends and travel to program sites as required
- Extended health benefits
- 20 days paid vacation (includes 1 week office closure between Christmas and New Year's)
- Flexible, hybrid work from home/office model

To Apply:

We want to hear from you! To apply for this position on the WCK team, please send a resume, cover letter, to Brenna Coles at careers@wckfoundation.ca.

We will review applications on a rolling basis and remove the posting once the position is filled.

West Coast Kids Cancer Foundation is committed to equality, diversity and a welcoming and inclusive workplace. We thank all applicants for their interest; however, only short-listed candidates will be contacted for consideration.