

We're Hiring!

Full-time Program Coordinator - Logistics



Apply by 10 September 2025

COMPENSATION & BENEFITS

- \$62,000 to start
- Extended health care benefits (including dental)
- 20 paid vacation days annually
- Monthly phone bill paid by VFR
- Hybrid work environment (20+ hrs per week in office at Werklab – wellness-focused co-working space in Strathcona)
- RRSP employer matching program
- \$1700 per year for professional development (after 1+ year with VFR)
- Significant opportunities for professional development

IMPORTANT: *This position requires that the individual live in/near Vancouver; have regular access to a vehicle (gas and “wear and tear” are covered by VFR); and sometimes lift food donation boxes/bags that weigh up to 35 pounds.*

ABOUT VANCOUVER FOOD RUNNERS

[Vancouver Food Runners](#) (VFR) is an innovative Canadian registered charity and food recovery organization with a technology, logistics, and volunteer model that aims to promote sustainable practices in the food industry, advance the circular economy, and provide critical food donations to Metro Vancouver nonprofits operating essential food programs. Since 2020, VFR volunteers have delivered over 5.5 million pounds of food to community food programs; and VFR's program is scaling to meet the needs of food businesses and nonprofit partners. VFR also works in partnership with local organizations, networks, and government to advance policies and programs aimed at creating a just, equitable, resilient, and sustainable food system for all. Learn about VFR's program through this short video: [CLICK HERE.](#)

ABOUT THE POSITION

Vancouver Food Runners is hiring a full-time program coordinator (logistics) to help develop and implement its innovative food recovery program. This is an exciting opportunity to join a dynamic and passionate team dedicated to making a difference in the community. The program coordinator will be responsible for overseeing VFR's daily logistical operations, including managing and tracking the flow of food donations between food businesses and nonprofit partners. The program coordinator will report to the program manager for volunteer and community engagement. This position is Monday to Friday from 8:00 am until 4:00 pm (with occasional early and late meetings/events and weekend logistics coverage). This is a hybrid work position requiring a minimum of 20 hrs per week in the office (Werklab).

RESPONSIBILITIES

Program Coordination: Dispatch & Logistics (75%)

- Maintain communication with volunteers, food businesses, and nonprofit recipients during food rescues; input and manage scheduled food rescues; and identify substitute volunteers when required
- Maintain contact with food businesses, volunteers, and nonprofits regarding logistics and program updates (e.g. scheduling, food donations, data, stewardship, and other program-related information)
- Collect, manage, and update food rescue logistics information in VFR's systems, and accurately record one-time and weekly food rescues in VFR's app platform and spreadsheets
- Strategically direct food from businesses to the best possible nonprofit beneficiary
- Develop and maintain positive relationships with food businesses, nonprofit beneficiaries (and their guests), and volunteers
- Contact/visit key staff at food donor and nonprofit beneficiary locations to ensure smooth, problem-free volunteer pick-up and delivery experiences (and swiftly communicate any delays or issues that may arise with relevant parties)
- Monitor and evaluate VFR's program (e.g., feedback surveys) and maintain volunteer and partner information in VFR's database/systems
- Participate in food rescues when they are not claimed by volunteers
- Inform the program manager/Executive Director of any problems or issues in a timely manner
- Provide relevant food rescue data/statistics for board meetings, annual reports, progress reports, strategic planning processes, and marketing/media opportunities
- Participate in internal meetings, trainings, and events as well as meetings, trainings, and events with Food Rescue Hero

Volunteer and Partner Recruitment, Engagement, and Stewardship (25%)

Work in partnership with VFR's program manager to:

- Execute VFR's multi-pronged recruitment, mobilization, and stewardship initiatives for volunteers and partners
- Develop and implement activities and events to engage, celebrate, and educate VFR's volunteers and partners (e.g., appreciation/community events, trainings, awards)
- Develop and maintain a robust network of relationships with businesses, organizations, and institutions that may be interested in volunteering and partnering with VFR
- Identify and pursue volunteer and partner recruitment opportunities (e.g., attending speaking engagements, networking events, and virtual/social media strategies)
- Perform other job-related duties or special projects as required

QUALIFICATIONS

- Bachelor's degree (some post-secondary education is an asset)
- Minimum of 3+ years of experience in an organization/company working in logistics, community organizing, customer service, and/or volunteer coordination
- BC driver's license (class 5) (including regular access to a car)

SKILLS & ABILITIES

- A sincere and deep commitment to VFR's mission of reducing food waste and food insecurity as well as advancing just, equitable, and resilient food systems in Metro Vancouver and beyond
- Relevant experience related to food security, land and food systems, nutrition, food services, social work, and/or community programming
- Proficient computer and data management skills, including the ability to use MS Office
- Aptitude for detail-oriented work that requires precision and following tasks carefully
- Skilled project coordinator who can identify needs, scope projects, implement strategies, and juggle lots of moving pieces to see tasks through to completion
- Strong interpersonal and networking skills, including the ability to motivate a wide variety of individuals and stakeholders, engage people to action, and navigate complex situations with patience and compassion
- Enthusiastic about working in a fluid, fast-paced, dynamic, and team-oriented work environment
- Teaching or training experience, particularly with adult learners/volunteers
- Strong critical thinking and problem-solving skills, with the ability to analyze information and drive strategic recommendations
- Strong personal work ethic and a desire to take pride in assigned work
- Excellent written and oral communication skills

We are committed to building a diverse and inclusive workplace. We strongly encourage applications from equity-deserving groups, including Black, Indigenous, and People of Colour, as well as members of 2SLGBTQIA+ communities.

Vancouver Food Runners operates on the unceded, ancestral, and traditional homelands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səlílʷ ətaʔ/Selilwitulh (Tsleil-Waututh) Nations. We aim to work in partnership with the Coast Salish peoples to advance just, equitable, resilient, and sustainable food systems and advance Indigenous food sovereignty.

Interested candidates can send a resume and short cover letter to:

Michelle Reining, Executive Director
michelle@vancouverfoodrunners.com

Please apply by 10 September 2025.

Please note that only shortlisted candidates will be contacted.