

## **Position: Project Coordinator & Administrator**

*Lionhearts Kingston, Ontario*

### **Who We Are**

Driven by a deep desire to see all people living with human dignity, Lionhearts Inc. has been uniting people with practical acts of love for ten years. We have crafted programs to invigorate and reinforce local organizations that are already doing the heavy lifting in Eastern Ontario. We utilize our networks and resources to deliver programs and services that drive positive change in the lives of people in our community experiencing the complex challenges that come with poverty, homelessness, and substance use.

### **Position Description**

The **Project Coordinator and Administrator** is responsible for both the day-to-day operations of the Fresh Food Market and administrative coordination of broader Lionhearts programs.

Our Fresh Food Market aims to provide accessible and affordable access to high-quality produce and healthy meal options for all. We “pop-up” markets in areas with barriers to food access and encourage anyone and everyone to shop. This role includes supporting market logistics, coordinating volunteers, handling customer transactions, managing documents and databases, and maintaining communication with key partners and stakeholders.

Other Lionhearts programs include food and household good recovery and distribution, Student Food Box, volunteer management, housing and shelters, and our Community Nutrition program.

### **Responsibilities**

#### **Fresh Food Market Operations**

- Run market operations including ordering produce with suppliers, engaging and serving customers, operating point of sale system, and managing inventory and volunteers.
- Coordinate volunteer shifts and provide on-site supervision.
- Support marketing efforts by creating and disseminating posters and flyers.
- Maintain detailed daily reports, attendance logs, and incident notes.
- Organize, pack, and transport market produce and supplies.
- Set up and take down tents, tables, and displays at market sites.
- Maintain cleanliness and safety at all market sites.

#### **Administrative & Program Support**

- Onboard, schedule, and support volunteers across multiple programs.
- Prepare documentation, reports, spreadsheets, and presentations.
- Maintain internal databases and update records regularly.
- Liaise with community partners and other stakeholders to support ongoing initiatives.
- Support communication and promotional efforts using tools like Canva and Microsoft Office.
- Perform other duties as assigned by program leadership.

### **Requirements**

- Valid G Class Driver's License (required).
- Ability to lift up to 50 pounds and perform physical work for extended periods.
- Willingness to work outdoors in various weather conditions throughout the full market season.
- Availability for early mornings, evenings, and weekends.
- Clear Criminal Record Check

## Skills & Qualifications

- Hard-working, detail-oriented, reliable, and capable of working independently.
- Excellent interpersonal and problem-solving skills with the ability to engage with a diverse range of people, including staff, volunteers, donors, and stakeholders.
- Strong communication, organizational, and time-management skills to coordinate work and balance multiple priorities effectively.
- Computer proficiency in Microsoft Outlook, Word, Excel, and Canva, with the ability to learn new systems quickly.
- Previous experience maintaining a budget and working within financial constraints.
- Demonstrated leadership, integrity, and conflict resolution skills.
- Experience in customer service and/or working in a nonprofit environment is an asset.
- First Aid/CPR and Safe Food Handling certifications are assets (training can be provided).
- Physical and emotional resilience to thrive in a fast-paced, sometimes high-stress environment, with a willingness to work evenings, weekends, and participate in on-call shifts as required.

## Key Competencies

- Time Management & Organizational Agility – Prioritizes tasks and balances competing demands efficiently.
- Adaptability & Problem-Solving: Ability to think on your feet and respond effectively to challenges in a dynamic environment.
- Empathy and Inclusivity – Interacts compassionately with individuals from all walks of life.
- Initiative & Self-Motivation: Works independently with minimal supervision, proactively identifying areas for improvement and taking action.
- Communication & Teamwork – Communicates clearly, professionally, and respectfully with all groups, including market customers, volunteers and stakeholders, fostering a supportive and inclusive environment.
- Leadership & Volunteer Engagement: Effectively recruits, trains, and supports team members and volunteers while fostering a positive experience.

## Compensation

\$21.50 - \$22.50 hour based on experience plus 2 weeks of vacation.

## Term / Hours

Full time (30 - 37.5 hours a week, based on need), 6-month probationary period.

## Location

Lionhearts Kingston, 6-779 Sir John A MacDonald Blvd, Kingston ON and various markets around Kingston ON.

## To Apply

Please submit your resume, cover letter, and three work-related references to [hiring@lionhearts.ca](mailto:hiring@lionhearts.ca). Include the Job Position in the subject line.

## Application Process

Applications will be reviewed as they are received. We appreciate your interest; however, only shortlisted candidates will be contacted for an interview. Lionhearts is an equal opportunity employer and will not discriminate on the basis of sex, gender identity, faith, ethnicity, age, disability or other factors. If you require accommodation to make this application, or if selected for an interview, please contact [hiring@lionhearts.ca](mailto:hiring@lionhearts.ca).

We thank all candidates for their interest, but we will only contact applicants who are selected for an interview.