

## EMPLOYMENT OPPORTUNITY

**POSITION:** DELIVERY DRIVER SUV/VAN (FULL-TIME)  
**PROJECT:** "FOOD SECURITY PROGRAM"  
**LENGTH:** January until March 31, 2021 (with possibility of extension)

*The Native Friendship of Montreal (NFCM or 'Centre') is a non-profit, non-sectarian, autonomous community development agency, whose principal mission is to promote, develop and enhance the quality of life in the urban Indigenous community of Montreal. We are currently seeking a highly motivated individual to assume the position of driver.*

*The objective of the Food Security Program is to ensure access of nutritious food baskets and frozen meals to the Indigenous community. The typical client profile is Indigenous families, elders and individuals who are currently facing food insecurity in Montréal. The NFCM is working closely with the NETWORK and other partner organizations to offer this Food Security Program. Applicants must be able to pass a criminal background check.*

### ACCOUNTABILITY

The successful candidate will report directly to the Executive Director, the Services Coordinator, or the designated and will be responsible for providing direct integrated services and support to Indigenous clients. He/she will also work closely with NFCM personnel and external agencies to provide referral, support and assistance to Indigenous clients of the Food Security Program.

### QUALIFICATIONS

- Experience as a delivery driver (an asset)
- Experience working with Indigenous peoples and understanding of the challenges faced by the urban Indigenous community;
- Must have the physical ability to lift and carry items weighing up to 22.7 kg (50 lbs.) for extended periods;
- Willingness to adhere to assigned routes, schedules, safety procedures, and transportation laws.
- Able to effectively navigate in highly congested traffic areas;
- Strong time management and customer service skills.
- Good planning, problem-solving, teamwork skills and liaison skills;
- Reliable, punctual, honest, professional;
- Must be available to work flexible schedule days and evenings Monday through Friday;
- Valid Québec Class 5 Driver's License with acceptable driving record;
- Bilingualism (English and French) written and spoken is required in this position; an Indigenous language is an asset;
- First Aid / CPR / ASIST certification an asset.;

### RESPONSIBILITIES

- Provide direct services to the Indigenous community by sorting, transporting and delivering food baskets and frozen meals;
- Perform pre-and post-trip vehicle safety checks daily;
- Preparation of food baskets if needed;
- Load and unload vehicle while keeping the food baskets and NFCM property safe and secure at all times;
- Reviewing orders before and after delivery to ensure that orders are complete.
- Adhering to assigned routes and following time schedules;
- Abiding by all transportation laws and maintaining a safe driving record;
- Ensure that Indigenous people have an awareness of direct integrated services provided by the NFCM and services to those who may not use the Day Centre;
- Referral of clients to partner agencies and general assistance as required;
- Actively participate in team debriefing sessions, staff meetings, etc.;
- Maintain service statistics and journals, record keeping, reporting, filing, photocopying;
- Other duties/responsibilities as delegated by the Executive Director, the Services Coordinator or the designated.

**WORKING ENVIRONMENT/HOURS**

Full-time (37.5 hours per week), Monday through Friday, days and evenings (may vary). Hourly rate: \$25/hr. Attendance at events, meetings, training, and workshops is mandatory.

**CLOSING DATE: Applications will be accepted until Friday December 4, 2020 at 5PM**

**PLEASE FORWARD YOUR RESUME AND COVER LETTER to:**

**Native Friendship Centre of Montreal Inc.**

**2001, blvd St-Laurent**

**Montreal, QC H2X 2T3**

**[info@nfc.org](mailto:info@nfc.org)**

**Fax: 514.499.9436**

**<https://nfc.org/en/>**

**Applications will not be accepted beyond the closing date.**

**Only those applicants selected for an interview will be contacted.**

**Preference will be given to Aboriginal (First Nations, Métis, Inuit) applicants but all are encouraged to apply.**