



*“Empowering our community through **nutrition** and **compassion**”*

Kindness Cafe is recruiting! We believe that a strong team achieves the dream, and we need your help! We are seeking passionate, dedicated and proactive volunteers who want to give back, and who believe in eliminating food waste as much as we do.

Kindness Cafe is the first for-profit organization aimed to solve the food waste problem in Windsor, Ontario. Kindness Cafe collects and enhances surplus food from Windsor restaurants and provides it back to the community. Our menu does not have set prices, meaning our customers decide the value of their meal and pay using a PAY-AS-YOU-FEEL concept. We compost and donate our own surplus to local livestock to continue the food cycle. Ultimately, Kindness Cafe is a *movement* aimed to achieve zero food waste in Windsor, Ontario, and one day across the whole world! Read more about Kindness Cafe goal and mission here: <http://bit.ly/kindcafe> and <http://bit.ly/kcchangemaker>

These are high-responsibility positions with high reward, so please ensure that you are able to dedicate the time and energy to these roles before applying. Working with Kindness Cafe will grant you a fantastic addition to your resume, the ability to network with various people in the community, and a compassionate team environment to help you grow your talents and skills.

The following positions are open for applications:

Financial Manager

- Tracks all expenses, business transactions, and the business account for Kindness Cafe (Knowledge of MS Excel imperative)
- Responsible for sending invoices on behalf of Kindness Cafe
- Searches for grants to help fund Kindness Cafe activities
- Stays in contact with Events Coordinator to keep track of fundraising

Marketing/Partnership Manager

- Seeks and manages positive relationships with all donor restaurants and organizations
- Assists team lead in tracking all food surplus donations from partners
- Works alongside Social Media Coordinator to brand Kindness Cafe in Windsor's social sphere
- Works with Events Coordinator to plan all fundraising Events for Kindness Cafe
- Attends all Kindness Cafe events and represents Cafe in a professional manner

Social Media Coordinator

- Responsible to maintain and grow Kindness Cafe's online presence and aesthetic
- Manages all social media platforms (Facebook, Instagram and more), as well as updating Website for Kindness Cafe
- stays up-to-date on environment/sustainability/ food security/food gap/ food waste new and businesses like Kindness Cafe & creates posts related to subject matter

- Attend all Kindness Cafe Events to take photos and build content
- works closely with Graphic designer to ensure the best image of Kindness Cafe is portrayed to the community

Events Coordinator/Fundraising Event Manager

- Plans fundraising and social events for Kindness Café
- Responsible for budget, décor, operations and coordinating overall smoothness of all Kindness Café events
- Brainstorms creative fundraising ideas alongside Financial Manager to help meet Kindness Café financial goals
- Reports to Marketing Manager to ensure event activities align with marketing mission
- May manage a small team to run all events

Graphic Designer

- Responsible for creating and maintaining Kindness Cafe's aesthetic
- Collaborates with Kindness Cafe team to design and create all designs/logos/social media posts for Kindness Cafe
- Works closely with Social Media Coordinator to ensure the best image of Kindness Cafe is portrayed to the community

General Volunteer:

- Fills in additional tasks needed by Kindness Café team such as: sharing posts on social media, serving food at events, event décor, joining an event planning committee, or any other tasks.
- Will be contacted via email or phone when additional help is needed
- This is the perfect role to learn about Kindness Café operations before heavy commitment!

You can apply for these positions here: <https://forms.gle/xz31gqa5jyfeQeBX9>

Please note that you may send a resume or CV to us at kindnesscafewindsor@gmail.com It's not necessary for applicants, but definitely makes you stand out. We look forward to hearing from you!