

GLOUCESTER EMERGENCY FOOD CUPBOARD JOB DESCRIPTION

May 2018

POSITION TITLE: Operations Program Assistant
Supervision: Reports to Executive Director

We are a volunteer-based organization that provides an emergency supply of food for 1800-2100 people every month. The ideal candidate is someone with a desire to work within social services and in interest in issues pertaining to poverty and food security, including maintenance of client confidentiality at all times.

Duties

- Work with Executive Director to ensure all clerical details, records and files are kept up to date
- Conduct research to fill gaps in Community-based Assessment project, and write up results
- Maintain donor data base
- Carry out primary preparation and organization of autumn fund-raising campaigns
- Work within many aspects of the food program as needed including food preparation and distribution
- Do website and social media updates as needed
- Carry out reception duties including answering telephone and in-person queries, and receiving donations
- Assist Executive Director with other duties as directed
- Perform all other duties within the volunteer spectrum as needed
- Move and lift inventory up to 50 lbs as needed

Qualifications:

- Excellent research and writing skills, graphic skills/mapping would be an asset
- Excellent interpersonal and communication skills
- Good organizational and clerical skills
- Ability to work independently and also as part of a team
- Ability to take direction
- Ability to learn quickly, work proficiently and troubleshoot in a computerized environment including in Microsoft Office Suite, and WordPerfect Office Suite, Wordpress, other database and graphic software
- Ability to adapt to changing situations
- Up-to-date police records check

Preferences

- Working knowledge of both French and English
- Knowledge of the local community of the GEFC

This position is posted in anticipation of receiving a Canada Summer Jobs grant. All candidates must:

- be between 15 and 30 years of age
- have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year
- be Canadian citizens or permanent residents or have official refugee protection status under the Immigration and Refugee Protection Act; and
- be legally entitled to work in Canada, according to relevant provincial/territorial legislation and regulations.

The position is for 35 hours per week Monday through Friday, plus mandatory benefits. The position will be up to 16 weeks in duration ideally starting Monday, May 7, 2018. Must be available for very occasional weekends and evenings. Hourly rate between \$14.50-\$16.00 commensurate on experience.

Interested candidates are asked to forward resume and cover letter (pdf file with your name in the filename) by e-mail with the Subject "Summer Position Application – your name": to gefc@gefc.ca

Deadline for applications - Monday, April 30, 2018 at 12:00 pm (noon)

We thank all who apply. Only those selected for interviews will be contacted.