

GLOUCESTER EMERGENCY FOOD CUPBOARD JOB DESCRIPTION

April 2021

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

We are a volunteer-based organization that provides an emergency supply of food for about 1500 people every month. The ideal candidate is someone with a desire to work within social services and an interest in issues pertaining to poverty and food security, including maintenance of client confidentiality at all times.

Duties

- Ensure that our outreach materials (from other social service organizations) are up to date and accessible
- Update website with outreach materials
- Do website and social media updates as needed
- Support the food share program as needed including booking appointments on the telephone.
- Carry out reception duties including answering telephone and in-person queries, and receiving donations
- Assist Executive Director and Office Manager with other duties as directed
- Perform all other duties within the volunteer spectrum as needed (we have fewer volunteers due to Covid-19)
- 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, Wordpress, other database and graphic software
- Ability to adapt to changing situations

Preferences

- Working knowledge of both French and English
- Knowledge of the local community of the GEFC
- Up-to-date police records check

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

- be between 15 and 30 years of age
- 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 May 17, 2021. Must be available for very occasional weekends and evenings. Hourly rate \$16.00.

Interested candidates are asked to forward resume and cover letter (one pdf file with your name in the filename) by e-mail with the Subject "Summer Position Application – your name": to gefc@gefc.ca. Ability to follow these instructions is critical to qualify for the position.

Deadline for applications – Sunday, May 9, at 11:59 pm. Interviews will be held the following week.

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