

JOB DESCRIPTION

Position: Food Security Program Assistant
Accountability: Reports to Food Security Worker

Major Duties:

- Assists with intake process for clients including entering information on database
- Accepts and organizes scheduled donations and deliveries at the Centre
- Assists with advocacy and referrals for clients
- Creates non-perishable and produce hampers on days of foodbank
- Assist with the daily operation of the food bank
- Helps to organize and maintain the pantry, fridges, freezers
- Helps with the community garden projects & potentially Good Food Market
- Provides added support for the Food Security Worker

Qualifications:

- Post-Secondary Background in a social service field or food & nutrition
- At least one year of experience working with low income communities
- Demonstrates initiative and accountability
- Demonstrated conflict resolution, leadership development, and decision making skills
- Understanding of inclusivity and de-escalation tactics
- Strong organizational skills with the ability to work both in a team and independently
- Must be between 16 and 30 years of age at the start of employment
- Current First Aid Certificate, CPR , drivers license are assets
- Second language an asset (e.g. Cantonese, Mandarin, South Asian languages, Arabic)

Salary Range: \$19.22/hr (under review)
10 Weeks (June 24 – August 23) @ 30 hours per week

To apply, please click on “Register” on our website and proceed to make an account in our registration system. You will find the Summer Job Application under “General” programs.

If you have any questions, please contact Michaela Warren at michaela@bgceastview.com

*Eastview Neighbourhood Community Centre is an equal opportunity employer and encourages applicants from diverse backgrounds.
Only those selected for interviews will be contacted.*