



COLUMBIA VALLEY FOOD BANK

LOCATED AT 201B 7TH AVENUE

PHONE: 250-342-0850

EMAIL: info@cvfoodbank.ca

P.O. BOX 2141, INVERMERE, B.C., V0A 1M0

Job Title:	Summer Student – General Office Worker and Facility Support Assistant	Reports To:	Executive Director
Anticipated Start Date:	From June 26 th to July 2 nd	Anticipated End Date:	From August 28 th to August 30 th
Hours Per Week:	30 hours (M – F, some weekends)	Hourly Rate:	\$18 per hour

Organizational Information:

The Columbia Valley Food Bank provides hunger relief to valley residents that self-identify as in need, through a hamper distribution model. Through a dedicated team of nearly 50 volunteers, a 7-person Board of Directors, and an Executive Director (ED), our services ensure no resident seeking assistance goes without food in our valley communities.

Summary:

The Summer Student – General Office Worker and Facility Support Assistant will be a dynamic role that will improve operations for our busy food bank.

The candidate will receive weekly direction from the Executive Director on priority projects that will assist with varying components of administrative research, basic office work and data entry, community outreach through event planning and execution, and social media and website communications, as well some relief work for various facility operation tasks, as needed.

Duties and Responsibilities:

- To assist with event planning, preparation, promotional and execution of summer events
- Pre-planning and promotional for applicable fall and winter events
- To create posts and update website through WordPress
- Use of Meta Business Suite for social media outreach
- Some clerical work, data entry, answering phones
- Support with various operational and/or facility maintenance functions including light cleaning duties
- Research support for various internal document creation strategies



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Candidate Attributes:

- Strong verbal and written communication skills.
- Ability to prepare for and deliver community outreach initiatives.
- Experience working with various social media platforms (or ability to learn).
- Familiarity with basic website updating and graphic design (or ability to learn)
- Research capacity and ability to decipher information for applicable use.
- Ability to work under mentorship while also being comfortable with self-direction.
- Positive interpersonal communicator.
- Ability to maintain confidentiality.

Qualifications:

- Applicable fields of study or interest to pursue education in Human Services, Social Services, Health and Community Development or related disciplines are beneficial.

Candidate Requirements:

- Between 15 and 30 years of age (inclusive) at the start of employment
- Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- Legally entitled to work according to the relevant provincial / territorial legislation and regulations. *International students are not eligible
- Candidate will be required to complete the Gender Based Analysis + course through the Government of Canada, upon commencing work with the Columbia Valley Food Bank.

This position is funded by the Canada Summer Jobs program for a 9-week duration. We encourage applications from residents of the Columbia Valley as well youth that are underrepresented in the labour market.

Application Deadline:

- Tuesday, June 11th

Contact for More Information and to Apply:

Katrina Chapman, Executive Director

Columbia Valley Food Bank

E-mail: executivedirector@cvfoodbank.ca

Phone: 250-342-0850