



OFFICE ADMIN AND CLIENT INTAKE COORDINATOR

JOB SUMMARY

The Okotoks Foodbank has been serving the community since 1985. It is governed by a Board of Directors and managed by the Executive Director with a small team of paid staff and a large repertoire of volunteers. Reporting to the Executive Director, in this part-time 24 hours per week role, you will be responsible for overseeing the smooth operation of the general office, provide client intake services and oversee specific nutrition programs offered by the Foodbank.

The Key Functions include but are not limited to:

- General office reception and admin support.
- Interview clients to determine eligibility for food hampers, programs and services.
- Prepare and complete grocery intake with clients for each food hamper session.
- Maintain client data tracking system (Link2Feed).
- Prepare and maintain program statistics – daily, monthly and yearly reports.
- Liaise with partner agencies that offer social supports for vulnerable populations.
- On the job interaction with volunteers.
- Oversee the nutrition-related programs currently offered, such as Fresh Food of the Month, Meal Starter Kit and Baby Hampers.

Skills and Abilities Required:

- Relevant experience and/or education in Human Services or working with vulnerable populations.
- Strong computer skills, including excellence in MS Office applications and graphic design.
- Self-Starter and Team Player, candidate must be highly motivated, organized and able to function under fast paced conditions with accuracy.
- Must be able to handle situations with tact, diplomacy and compassion in order to uphold the dignity and care of vulnerable populations.
- Strong ability to work with the donor community and clients.
- Knowledge of community service and social support programs.
- Comfortable working with a volunteer work base.
- Strong oral and written communication skills in English.
- Education or experience working with food, nutrition, special diets, etc., would be preferred.
- In possession of a current Safe Food Handling certificate (or willingness to obtain as soon as possible).
- Must be able to satisfy Criminal Records Check and Vulnerable Sector Check.

Working Conditions:

This position is permanent part-time, with a set schedule of 24 hours in the office, Monday to Friday. The operating environment is such that staff may be required to work extra hours to meet the needs of the organization at particular times of the year, such as the Christmas period. While staff need to be flexible in their work schedules, the Okotoks Foodbank is committed to providing appropriate compensation.

Salary range is \$19 – 22/hour, dependent on level of experience.

Organization COVID-19 Compliance:

The Okotoks Foodbank is taking action to contain COVID-19. We are fulfilling our duty to ensure that the health and safety of every person involved with the Foodbank is protected while they are working or visiting. We promote regular and thorough hand-washing and provide access where staff, volunteers and visitors can wash their hands with soap and water. We also keep the workplace clean and hygienic, promote good respiratory cleanliness and comply with Alberta Health Services' guidelines to keep our employees safe during the COVID-19 pandemic.

Please apply with cover letter and resume to director@okotoksfoodbank.ca by April 4. Please note that we will be interviewing suitable candidates during and up to the April 4 deadline. We thank all applicants for taking the time to apply for this position, however only suitable candidates will be contacted directly for an interview.