

## **Office Administrator and Client Intake Coordinator (Maternity Leave)**

### **Job Summary**

The Okotoks Food Bank has proudly served the community since 1985, guided by a Board of Directors and led by the Executive Director, with the support of a small staff team and a large group of passionate volunteers. We are currently seeking a temporary, part-time staff member (18-month maternity leave coverage, 30-35 hours per week, with occasional evening work) to join our team.

In this role, you will oversee the day-to-day operations of the office, manage client intake services, and lead key nutrition programs offered by the Food Bank. This is a unique opportunity to make a meaningful impact within the community while contributing to our essential mission.

### **The Key Functions include but are not limited to:**

- General office reception and administration 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.
- Liaise with partner agencies that offer social support for vulnerable populations.
- Oversee the nutrition-related programs currently offered.

### **Skills and Abilities Required:**

- Relevant experience and/or education in Social Services or working with vulnerable populations.
- Strong computer skills, including excellence in MS Office applications.
- Self-starter and team player, candidates 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 to uphold the dignity and care of vulnerable populations.
- Strong oral and written communication skills in English.
- Comfortable working within a warehouse setting and able to lift up to 30 pounds.
- Must be able to satisfy Criminal Records Check and Vulnerable Sector Check.



**Salary Range:**

\$20.00 to \$23.00 per hour, depending on level of experience.

Please apply with cover letter and resume to [director@okotoksfoodbank.ca](mailto:director@okotoksfoodbank.ca) by October 25th. Please note that we will be interviewing suitable candidates during and up to the 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.