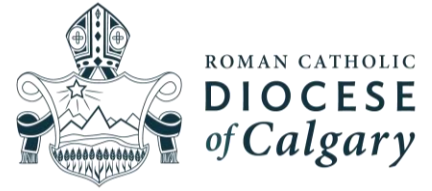


CAREER OPPORTUNITY *for*

Administrative Assistant (Part-time)

Feed the Hungry



OVERVIEW

Feed the Hungry is a Diocesan program, which serves a weekly nutritious Sunday dinner. Each week, men, women, children, seniors and people with disabilities living in poverty experience a different Sunday – food, family and respect at St. Mary’s Cathedral Hall in the Downtown core.

RESPONSIBILITIES

- Provide administrative support to the Manager as needed
- Draft coordinator/assistant coordinator schedule (quarterly)
- Solicit/contact sponsors and provide necessary documentation (weekly)
- Communications with sponsors when providing their volunteers (weekly)
- Confirm schedule with coordinator/assistant coordinator (weekly)
- Communicate with Security company regarding security personnel (weekly)
- Communicate and schedule meals with caterers (weekly)
- Order food items for hampers, salads and desserts from supplier (weekly)
- Order supplies (weekly)
- Maintain and update Sign-up Genius for volunteer signup (weekly)
- Communication/coordination of 75 volunteers per week (daily)
- Provide volunteer sign-ups, sponsorship, catering documentation to coordinator for each dinner (weekly)
- Review coordinator report, send out thank you to sponsors and volunteers (weekly)
- Draft and update Feed the Hungry procedures/documentation (as needed)
- Represent the Diocese of Calgary in all aspects of the program
- Attend meetings as called by the Program Manager, to review the program and its delivery, to determine and maintain a balance of efficiency and effectiveness
- Communicate with the Program Manager regarding any purchases required or suggested for the replacement or acquisition of kitchen equipment
- Participate in the maintenance of program policies and protocols (i.e. Inventory control)
- Other duties as assigned by the Program Manager

QUALIFICATIONS

- Experience with Outlook, Word, Excel, and QuickBooks
- Strong organizational and time management abilities
- Strong attention to detail and proofreading skills
- Ability to maintain confidentiality
- Excellent written and verbal communication skills
- Ability to plan, organize and prioritize
- Strong interpersonal skills – ability to work cooperatively with staff, volunteers and guests
- Excellent customer service skills

HOURS OF WORK

16 hours/week, Tuesday, Wednesday, Thursday and Friday 9:00am – 1:00pm. Flexibility with hours is required due to the nature of this role and may include weekends.

SAFE ENVIRONMENT

In support of the Safe Environment Program, this position is required to obtain or complete the following:

- Vulnerable Sector Police Information Check (VSPIC)
- Praesidium Sexual Abuse Prevention online training modules
- Sign the Agreement to Model Code of Conduct

PHYSICAL DEMANDS

- Must be able to stand and walk for extended periods of time
- Constant movements of the neck in all directions required when completing assignments
- Able to lift, push and pull objects up to 25 lbs.
- Able to bend, kneel, twist, lift above your shoulders as needed
- Frequent: pushing, pulling, kneeling, squatting, forward reaching, reaching above shoulder height, stooping and bending forward from standing position, carrying of objects

TO APPLY

Documents required as part of the application process include:

- A completed application form - Download here: <https://www.catholicyc.ca/careers.html>
- Resume
- Three (3) reference checks (will only be contacted if you are selected as our final candidate)

Applications should be submitted by e-mail to: Careers@calgarydiocese.ca. No phone calls please.

Applications will be accepted until **9:00 am on Wednesday, September 6, 2023**. Only applicants who are short-listed for an interview will be contacted directly by our office. We thank all applicants in advance for their interest.