



The Lethbridge Food Bank  
1016 2<sup>nd</sup> Ave S, Lethbridge AB  
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[www.lethbridgefoodbank.ca](http://www.lethbridgefoodbank.ca)

### **Temporary Full Time Event Coordinator**

The Lethbridge Food Bank (LFB) is a not for profit organization established in 1982 to serve the needs of the community in Lethbridge and the surrounding areas. The LFB team works in cohesion to not only provide the fundamental need of food security but to help our clients grow and self-sustain.

The Lethbridge Food Bank is seeking to fill a temporary full-time position. The **Temporary Full Time Event Coordinator** is responsible for assisting the operations of the food bank as well as our Christmas Hope Campaign and reports directly to the Executive Director. Occasional evenings or weekend work may be required.

#### **Some Responsibilities include:**

- Knowledgeable with all department's task at Lethbridge Food Bank
  - Department area: Intake, Kitchen, Warehouse, Event/Volunteer, Administration
  - Mainly focused on assisting with the Christmas Hope Campaign
    - Maintaining the Christmas Hope website and fulfilling tasks that pertain to the campaign
- Attending and organizing events in conjunction with the Event Coordinator
- Work with volunteers within different departments to ensure all tasks are completed
- Upholding safety standards in the workplace including food safety

#### **Specific skills and qualifications:**

- Funding is through Canada Summer Jobs, therefore subject to persons between 15 and 30 years of age
- Applicant must be able to communicate effectively with others in a fast-paced environment and need to be self-motivated.
- Competency with WordPress and managing a website
- Competency with computer applications (Microsoft Word, Excel and Outlook)
- Ability to work independently and well in a team atmosphere
- Must have the ability to lift up to 50 pounds on regular basis
- Class 5 Driver's License
- Must have access to a vehicle
- Must be able to provide a police record check
- Warehouse and logistics experience is an asset

Submit your resume, covering letter, and reference letters to: [director@lethbridgefoodbank.ca](mailto:director@lethbridgefoodbank.ca)