



Client Care Assistant - Summer Student

The Airdrie Food Bank is currently seeking a Client Care Assistant to join our team for the summer. The successful candidate must be aged 17 to 30 years and a full-time student intending to return to their studies in the next school year.

Duties include:

- Reception duties at our front desk such as telephone, email and walk in inquiries
- Receiving and receipting donations
- Stock our Bread & Extras area
- Supporting and directing clients accessing our services
- Assisting in the intake process when required
- Working with volunteers
- Other duties as required

Qualifications include:

- Passionate about the Airdrie Food Bank's mission
- Compassionate, caring and non-judgmental approach
- Able to exercise discretion and confidentiality at all times
- Excellent interpersonal and organizational skills
- Adaptable, flexible and able to multi-task in a fast paced environment
- Can work independently as well as within a team environment
- Strong computer skills (PC – Outlook, Word)
- Willing to jump in when needed

Start date: June 4, 2018

End date: August 31, 2018

35 hours per week

Interested candidates should forward their resume and cover letter *indicating which position you are applying for* to Karen Kadatz, General Manager at jobs@airdriefoodbank.com or fax 403-948-9332 by Monday May 21, 2018.

We thank all interested applicants, however, only those selected for an interview will be contacted. No phone calls please.