



Company description

Since 1983 the Comox Valley Food Bank Society has been rescuing and purchasing quality food for distribution for people in need in our community. Our Mission is to relieve poverty by operating a food bank that distributes food and other necessities to persons of low income. With a Vision of a hunger-free future - neighbours helping neighbours to offer superior client service.

Job description

The Comox Valley Food Bank, a non-profit organization is looking for a part-time marketing / office assistant.

Responsibilities

Light marketing/creative, maintenance of social media platforms, and website

Client data input into external software programs

Working with Microsoft office updating various society information spreadsheets

Filing, Bank deposits, Accounts payable, Donation records

All other office requirements as needed

Skills

Passion for healthy community relations

Passion for learning maintaining internal database systems

Previous experience working with Wordpress

Willingness to make a difference in our community

Possess time management skills, Ability to work well independently

Ability to interact with our external contacts in a courteous, respectful and professional manner.

Mon-Friday. Occasionally extended hours may be required.

Hours may vary 5 to 7 hours per day.

The successful candidate will be subject to a criminal record check and a current copy of your drivers abstract will be required.

Please submit resume and cover letter to executivedirector@comoxvalleyfoodbank.ca by June 11, 2022

We thank all applicants in advance. However only those chosen for an interview will be contacted.