



ADAMS LAKE INDIAN BAND JOB POSTING FOOD PANTRY COORDINATOR

Adams Lake Indian Band is seeking one casual Food Pantry Coordinator to work under the direction of the Adams Lake Band's Wellness Promotion Director. The individual is responsible for Inventory, ordering, coordinating volunteers, organizing pick up and possible delivery of food hampers, which may also include working collaboratively with internal and external resource partners.

DUTIES INCLUDE:

- Performs all duties and responsibilities in accordance with Adams Lake Indian Band policies and procedures;
- Inventory of current Food available
- Track all purchases, distributions, donations, and activities to support development of the food pantry systems, evaluation, and reporting;
- Order and pick up all inventory;
- Recruit and organize volunteers;
- Organize and deliver food hampers when necessary;
- Identify and secure equipment and other resources needed for effective Food Pantry Operations;
- Maintain financial tracking system;
- Ensuring that all Secwépemc traditions are followed in promoting and coordinating events (i.e.: Elder care and acknowledgement, political acknowledgment, etc.)

REQUIRED QUALIFICATIONS, SKILLS AND ABILITIES:

- 1-2 years experience in a similar position;
- Experience in project coordination;
- Effective time management;
- Good verbal and written communication skills, including conflict resolution;
- Excellent analytical and organizational skills;
- Interpersonal skills and confidentiality in dealing with a variety of people;
- Reliability and dependability;
- Ability to work in a team orientated environment and independently;
- Flexibility is a must to adapt to changing work priorities;
- Continuous learning.

OCCUPATIONAL REQUIREMENTS (REQUIRED DOCUMENTS)

- Valid B.C. Class 5 Driver's License (copy required)
- Reliable transportation with valid insurance

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TERMS OF EMPLOYMENT:

Casual 6-month term position

Upon completion of probation ALIB offers comprehensive Benefits and a Pension Plan.

Hours to be discussed with flexibility in hours/days of work.

Position will remain open until a suitable candidate is available.

All interested candidates are asked to submit a detailed cover letter and resume with references to: Human-Resources@alib.ca

Preference may be given to ALIB band members and individuals who self-identify as First Nation, Inuit, or Indigenous ancestry. All applicants must be legally entitled to work in Canada. If you have any questions about the position, difficulties applying, or require an accommodation during the selection process, which is available upon request, please contact us either via telephone at: 250-679-2214 or email: human-resources@alib.ca

Although we acknowledge all those interested in the position, only those candidates selected for an interview will be contacted.