



The Orléans-Cumberland Community Resource Centre (OCCRC), an organization offering social and community services to residents of Orléans-Cumberland, is seeking a:

**Food bank Program Assistant (BILINGUAL)
Summer student position**

Temporary 30 hours/week position – 8 week contract – July 3 to August 24, 2018

PROGRAM DESCRIPTION

The OCCRCs Food Bank offers emergency food for low-income individuals and families, community education, information and referral to community resources. The Centre's Food Bank is a member/partner of the Ottawa Food Bank (OFB) operating in the Orléans-Cumberland area.

RESPONSIBILITIES

- Reporting to the Food Bank Program Coordinator, the Food Bank Program Assistant will be responsible for assisting the Program Coordinator in providing client services and to conduct other duties related to the operational needs of the Food Bank Program.

QUALIFICATIONS

- Be between 18 and 30 years old
- Currently be a full time student and also be registered for the fall 2018 semester
- Post-secondary education in social sciences or an equivalent combination of experience and/or education
- Experience working with low income families in a social intervention context
- Good communication and interpersonal skills
- Sensitivity to people of various cultures, sexual orientation and socio-economic background
- Ability to work effectively in a team
- **Oral and written fluency in English and French essential**

If you are interested in this position, please submit your application in writing, including your resume, **before 8 a.m. on Wednesday, May 30, 2018:**

By mail: Selection Committee – Food Bank Program Assistant
Orléans-Cumberland Community Resource Centre
105-240 Centrum Boulevard
Orléans, Ontario K1E 3J4
Attention: Nicole Perras

By fax: (613) 830-4196

By e-mail: nperras@croc.ca

The Orléans-Cumberland CRC respects the employment equity and diversity principle.

We thank all those who apply. Only those selected for an interview will be contacted.