



FOOD DRIVE AND EVENTS ASSOCIATE

Full Time – Permanent

Salary Scale - \$16.50 - \$ 24.29 per hour

Our vision is a Manitoba where no one goes hungry. We operate the largest community food network in the province to alleviate hunger, promote access to nutritious foods, and help support healthier living for Manitobans in need. Join our Crew and help us nourish our communities.

Harvest Manitoba is an outstanding place with employees that care greatly about the work that we do and the people that we work with and serve. We are seeking an outgoing Food Drive and Events Associate that will work well with our team. Reporting to the Community Events Manager and the Director of Corporate Partnerships.

RESPONSIBILITIES:

- Assist in the coordination and implementation of all approved Harvest Manitoba Community Food Drive Events
- Drive cube vans, completing all required vehicle inspections and procedures, to support Community Events
- Assist with the coordination, implementation and delivery and pickup of community food drive items. Responsible for loading and unloading donation bins from community food drive events.
- Assist in the maintenance and execution of Community Event Agreements, event files and databases
- Provide accurate, on-going background reports on Events, donor activities, event history and food drive weights
- Create custom online food and fund drive donation pages on Donor Perfect
- At peak times, serve as an on-site contact person or speak at Community Events as required
- Prepare correspondence related to community food drives; including thank-you letters, thank you phone calls, acknowledgements, and recognition of support
- Provide general office administrative support to the development team.
- During Community Food Drive Events, manage donation procedures and take accountability for the collection and accounting practices related to monetary donations
- As a member of the Harvest Manitoba CREW, support the team however needed to ensure operational needs are being met

QUALIFICATIONS:

- A strong belief in the dignity of all human beings and a positive and caring approach
- A good working knowledge of the city and driving routes
- Ability to lift, push and pull 50lbs. over an extended period and from time to time, lift awkward weights, use dollies and pallet jacks
- Excellent communication and interpersonal skills, both written and verbal
- Experience managing money, and a proven trustworthy and accountable approach to donations
- A strong team focus and interest in supporting the organization and its CREW in a wide variety of situations



- Flexibility and the capacity to change directions to address urgent operational needs
- Demonstrated organizational and multi-tasking skills with a strong focus on hitting deadlines
- Strong working knowledge of the full MS Office Suite, including Word, Excel, Publisher and PowerPoint
- Knowledge of Donor Perfect database is an asset
- Knowledge of food security and poverty issues (an asset)
- Ability to pass a Criminal Background and Child Abuse Registry Check is essential
- Valid Class 5 driver's license required, and a reliable vehicle is strongly preferred
- Ability to drive Cube Vans, and experience driving in Winnipeg

**** Applicant's must present official documentation confirming they are fully immunized against COVID-19 along with identification to validate the person's identity as matching the vaccination record provided.**

Evening and weekend shifts will be required as business levels dictate.

Think you have what it takes to join our outstanding CREW? Let's talk.

To learn more about this opportunity, visit: <https://www.harvestmanitoba.ca/about-us/join-our-crew/>

Apply by email with your resume and cover letter at cmcvarish@harvestmanitoba.ca

We thank all candidates for their interest; however only those with the required qualifications will be contacted.

Harvest Manitoba is an equal opportunity employer and is committed to equity, diversity & accessibility in the workplace.