

**Permanent position: Manager at St Vincent de Paul Food Bank and Help Centre**

32+ hours per week Tues to Fri 9 to 5 p.m. (occasional but infrequent evening or Saturday)

**PERMANENT – FULL TIME POSITION FOR:** a person with knowledge of the Social Services Field to assist individuals and families seeking assistance from us for emergency assistance of food, rent, utilities, clothing and household items and other programs in accordance with our policies and with a Spiritual focus

- Oversee all operations for the Food Bank & Help Centre, liaison with the County of Lambton and other agencies and coordinate special events.
- May be assisting persons who have emotional, mental health, brain injuries and or addictions...
- Organize, plan and deliver programs, food drives... and various other programs and activities.
- Responsible for ensuring building maintenance is carried out
- You will be the main front line representative with the community, donations, clubs, fund raisers
- Integrity and good judgement, Positive, compassionate, calm, professional and detail oriented, very good computer skills, organizational skills and excellent phone etiquette.
- Interview, assist, support, supervise, schedule volunteers/staff, demonstrate work methods and ensure they work together to achieve and enhance the purpose of the organization.
- Assist with all areas of client services by giving support. Guide, direct and refer clients to our programs and to other agency providers as appropriate – implement reports, programs and meet deadlines in compliance with board
- Organize and maintain documents, computer operations and appointments with confidentiality.
- Follow the procedures for safe and secure handling of monetary donations received and appropriate documentation of gift cards and vouchers
- Purchase office supplies, bus tickets etc. and ensure that food bank is tidy, clean and adequately stocked with food items as needed with the assistance of the food bank coordinator and arrange drivers for the transportation and pick up of food orders
- Accountability to the Particular Council (Board of Directors)
- Other duties as required

**Qualifications**

2 years of experience in office setting, Social Services Diploma/ or equivalent experience.

Competent in Microsoft Office, computer operations and QuickBooks accounts payable

Ability to multi-task and work in a fast paced environment

Eligibility for or current Vulnerable Sector police check

Driver's license and insurance in good standing - Produce an Ontario drivers abstract

Safe Food Handlers Certificate - preferred

Non Violent Crisis Intervention Certificate – preferred

We thank all applicants for their interest and wish to advise that only those candidates selected for an interview will be contacted.

**Please reply by: May 6, 2023**

**Attention: Susan Platt & St Vincent de Paul Hiring Committee**

**Email to:** [stvincefb@gmail.com](mailto:stvincefb@gmail.com) or

**Mail to:** 228 Davis Street, Sarnia, ON N7T 1B3