

The Fort Saskatchewan Food Gatherers Society (TFSFGS)
Administrative Assistant Job Description (On-Site)
Temporary Full-Time Summer Position (35 Hours/Week)

This role enhances organizational efficiency by developing standardized procedures, documentation, and volunteer role descriptions. Supporting the Food Banks Canada Standards of Excellence Accreditation ensures best practices are met, improving service delivery and sustainability. These efforts help the Nourishment Centre operate effectively, benefiting the community and strengthening the not-for-profit sector within Fort Saskatchewan.

Dates of Position

Immediately – August 31, 2025

Hourly Rate

17.00/Hour

Primary Duties:

- Assist in preparing documentation to support the Food Banks Canada Standards of Excellence Accreditation process.
- Collaborate with staff and volunteers to understand existing procedures and identify areas for improvement.
- Develop and standardize procedure documents, volunteer role descriptions, and internal processes.
- Create tracking tools and organizational documents to ensure compliance with best practices and accreditation standards.
- Support data entry, record-keeping, and documentation management.
- Help ensure consistency, fairness, and transparency in all processes and policies.
- Participate in meetings, gather feedback, and refine processes to align with accreditation requirements.
- Support general operations (e.g., food recovery, sorting donations, and assisting clients) when necessary.
- Additional duties as required.

Qualifications

- Clean Criminal Record Check with Vulnerable Sector
- AHS Food Safety Certificate is an asset.
- Proven experience in an administrative role or similar position is preferred.
- Familiarity with front desk operations and phone systems is highly desirable.
- Proficient in Microsoft Office applications (Word, Excel) and other office software.

- Strong organizational skills with the ability to multitask effectively in a fast-paced environment.
- Excellent verbal and written communication skills to interact professionally with staff and volunteers.
- Attention to detail in data entry and document management tasks is essential.
- Ability to work independently as well as collaboratively within a team setting.

What skills will the participant develop during this placement?

- Adaptability
- Collaboration
- Communication
- Creativity and Innovation
- Digital Skills
- Numeracy
- Problem Solving
- Other – Food Rescue / Food Gleaning

Language – English

Supervisor – Executive Director

Additional Requirements:

- Must hold a valid Alberta driver(operators) license – Class 5
- Standard First Aid & CPR
- Clean Criminal & Vulnerable Sector Record Check
- Some travel is required
- Flexible work schedule, evenings and weekends as needed

This position is funded through the Government of Canada Summer Job Program and as such requires all applicants to:

- Be between 15 and 30 years of age at the start of the employment.
- Be a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada under the Immigration and Refugee Protection Act.
- Be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations. International students are not eligible participants. Recent immigrants are eligible if they are Canadian citizens or permanent residents.