Summer Employment Opportunity for a Student from 
School of Social Work, Carleton University

Job Title: Summer Assistant to the Coordinator, Centretown Emergency Food Centre (CEFC) at 507 Bank Street, Ottawa.

Tasks and Responsibilities under the supervision of the Coordinator or the Assistant Coordinator of the Centretown Emergency Food Centre:
- interviewing and serving clients with respect and dignity;
- supporting volunteers;
- maintaining daily client statistics;
- ordering food and supervising preparation of daily food supplies

Additional Information:
- The CEFC is the local food bank serving residents of downtown Ottawa;
- the student will receive a thorough orientation and will be supervised on site by the Food Centre Coordinator or her Assistant;
- The student will spend approximately half their time working with clients, the other half on administrative duties;
- They will acquire career-related skills and experience dealing with the Centre’s clients, many of whom are on social assistance, and working alongside the Centre’s volunteers;
- The student will become familiar with other social service agencies in our community;
- The student will have the opportunity to improve and enhance their management and organizational skills.

Requirements: The successful applicant must be a currently registered, full-time or part time student in a BSW program. Previous experience at a food bank or other social service agency is an asset.

Number of Positions: One

Hours: Monday to Friday from 8:00 a.m. to 3:00 pm, 35 hours per week, for minimum of 16 weeks during summer months, starting May 6, 2019.

Location: 507 Bank Street (Centretown)

To Apply: Send résumé and cover letter to Allison Dingle, Chair, CEFC, at allisondingle@sympatico.ca by April 12. Only candidates to be interviewed will be contacted.