



## **Job Posting**

### **Office Lead**

**Full Time: 1 Year Contact**

### **Why work for OSHARE?**

We are a primary resource for people striving to regain the basic necessities of life, restore their dignity and hope, empowering them to be full and active participants in the community. Through our core values, Owen Sound Hunger & Relief Effort strives to be known in the community as a trusted, comprehensive, valuable outreach to the people in need throughout Owen Sound and the surrounding area through its services and programs.

We respect and value the generous support of all our community partners, including social service providers, and faith groups. We are committed to nurturing in all our actions the core value of “what we have, we will share”.

Owen Sound Hunger & Relief Effort offers hope to individuals and families in need throughout Owen Sound and the surrounding area by providing:

- Balanced meals for the underprivileged
- A place where poverty and its effects are taken seriously
- Accurate and up to date information on related community services
- Transforming the unjust structures that foster poverty and hunger

The Office Lead will perform light cooking duties and manage volunteers for a couple hours each morning, then work as part of the team doing office administration and community outreach. The Office Lead will work closely with the Executive Director to oversee volunteer recruitment/screening, receiving and processing donations and answering phone calls. The Office Lead balances multiple responsibilities and has effective critical thinking, problem solving and time management skills.

### **KEY AREAS OF RESPONSIBILITY**

Aspects of Office Management and operations including:

Oversees the receipt of monetary donations, Good Food Box payments, and acts as reception for telephone calls or in-person visits to OSHaRE

Responsible for the good order and cleaning of the office area

Coordinates scheduled pick-ups of food/other donations



### **Job Posting**

Undertakes weekly inventories to ensure on-time delivery

Covers responsibilities of other staff when those staff are on vacation

Community Connection – fosters and sustains strong links to community partners by gathering and reporting program data, posting food sharing offers to community partners; works with the Executive Director to facilitate community events/fundraisers

Guest Relations - have regard for the lives of guests, especially in those areas where OSHaRE can have a positive impact.

Volunteer Oversight – for 2 hours in the morning, schedule food preparation activities for kitchen volunteers using information about daily menus to help meet cooking times. Oversee volunteers who are assisting in the serving of food follow safe food handling guidelines. Prepare and oversee tasks for office volunteers.

Provide coverage every 3rd Saturday.

- Perform other related duties as assigned

### **SPECIFIC KNOWLEDGE, SKILLS AND ABILITIES**

- Excellent communication skill, both written and verbal
- Able to prioritize, coordinate, and manage multiple activities
- Excellent organizational and time management skills
- Demonstrated ability to work with multiple areas of responsibility, take initiative, and prioritize accordingly
- Demonstrated ability to work independently and to set own priorities
- Demonstrated ability to maintain confidentiality.
- Strong interpersonal skills.
- Attention to detail and accuracy.
- Committed, reliable, flexible

### **EMPLOYMENT REQUIREMENTS**

Education

- Completion of High School Diploma
- Safe Food Handling Certificate is essential



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### **RELATED EXPERIENCE**

General proficiency email, Office Suite, social media (such as facebook, mailchimp, etc.)

Office management experience.

Practical experience as a leader/supervisor in a team role.

### **WORKING CONDITIONS**

- Working hours will vary within a 35-37 hour paid work week; with early evening and weekend work required

The current wage scale for the position of Office Lead is up to \$16 per hour.

### **TO APPLY:**

Please submit a complete resume and cover letter quoting Office Lead in the subject line to [info@oshare.ca](mailto:info@oshare.ca) by **March 26, 2021**.

We thank you in advance for your interest in the above-noted position. However, please note that only those applicants receiving an interview will be advised of the recruitment outcome.