



🌟 Join Our Team! We're Hiring an Events Associate at Surrey Food Bank! 🌟

Are you passionate about community engagement and events? Do you thrive in dynamic environments and love bringing people together? If so, we want YOU to join our team as an **Events Associate** at the Surrey Food Bank!

📍 **Location:** Surrey, BC

🕒 **Position:** Part-Time (Evenings & Weekends)

📅 **Apply by:** October 24, 2024

About Us:

The Surrey Food Bank is a community-leading social purpose organization with a mandate to foster a nourished and thriving community free from food insecurity. We provide essential food access to individuals and families with need through no-cost grocery shopping options and community connections. With an annual budget of \$4 million and a dedicated, diverse team of 20 employees, we strive to deliver impactful programs to vulnerable Surrey households - all fueled by the support of donors, volunteers, and partners.

🌟 **What You'll Do:**

- **Support Our Events Lead:** Assist in the coordination and execution of various events that promote community awareness and engagement with donors, businesses and volunteers.
- **Engage with Attendees:** Help create a welcoming atmosphere for participants, ensuring everyone feels valued and involved.
- **Help Volunteers Succeed:** Work with volunteers to participate in our events and foster an understanding of their role and duties at an event.
- **Logistics & Planning:** Aid in the planning and logistics of events, from setup to breakdown, ensuring everything runs smoothly.
- **Promote Our Mission:** Share the Surrey Food Bank's story and engage attendees in meaningful conversations about our work.
- **Capture the Moment:** Help document events through photos and social media to showcase our impact and celebrate our community.

Who You Are:

- A proactive, extroverted and enthusiastic individual with a passion for community service.
- Available to work evenings and weekends—perfect role as a side hustle or for a university student needing flexible hours!
- Organized and detail-oriented, with the ability to manage multiple tasks at once.
- Excellent communication skills and a friendly demeanor, making you a great representative of our team.
- Valid Class 5 Driver's license
- Previous experience in event planning or coordination is a plus, but not required!

What We Offer:

- A vibrant work environment where your contributions make a real difference.
- Opportunities for personal and professional growth through training and development.
- The chance to be part of a mission-driven team dedicated to creating positive change in the community.
- Living wage offered as regular part-time hours @ \$22-24.50/hour for the right candidate
- Employer-paid Health & Dental benefits; 3 weeks paid vacation; RSP match.

Ready to Make a Difference?

If you're excited to be a part of a mission-driven team that values compassion and community, we'd love to hear from you! Apply now by sending your resume and a brief cover letter to hr@surreyfoodbank.org with "Events Associate" in the subject line.

Surrey Food Bank is an equal-opportunity employer committed to fostering an inclusive and diverse workplace. We encourage applications from all qualified individuals, and accommodations can be provided as necessary during the hiring process.

Application Deadline: Rolling applications. The position is open until filled, with a planned start date of November 1, 2024 or earlier and initial review of applications beginning the week of Oct 14.

Let's create unforgettable events together and support our community! 