



## Food Programs Assistant 20 hours/week

**SUPPORT | ORGANIZE | CONNECT | LEAD | MAKE A DIFFERENCE**

### Are you:

- \*super organized
- \*systems and process-oriented
- \*tech-savvy
- \*great at problem-solving
- \*self-motivated
- \*compassionate
- \*passionate about giving back and supporting others

### About this role:

Working alongside Alice, the WCK Food Programs Coordinator, you will assist with the operation of all WCK Food Programs. This role is perfect for a detail-oriented, people person who loves the variety of tasks that come with a fun, fast-paced work environment. Some days will focus on food inventory and delivery management; some days, you will be out and about picking up and delivering food to hospitals. This part-time position is perfect for a self-starter who will thrive as a member of the dynamic WCK team.

### About Us:

West Coast Kids Cancer Foundation (WCK) is an organization supporting families with small actions that make a big impact every day. Our families need food, connection, resources, and mental health programs while navigating childhood cancer and blood disorders. The WCK community comes together to provide practical support that truly makes a difference and helps families to know they are cared for, supported, and heard.

### As a valued member of our team, you will:

- Support all WCK food programs (Nourish at Home, Food in the Freezer, Smoothie Sundays)
- Update and maintain inventory records
- Coordinate orders, pickups, and deliveries of food and supplies
- Coordinate and work alongside volunteers to organize, package, and deliver food
- Support weekly food purchasing and pick up at Costco and other vendors
- Participate in food deliveries to BC Children's Hospital and Surrey Memorial Hospital
- Participate occasionally in the Smoothie Sundays program
- Support the hosting of corporate volunteer groups
- Communicate with WCK families about food deliveries and updates
- Work closely alongside courier services to ensure food is delivered safely to families' homes
- Oversee food program expense reporting, credit card reconciliation, and invoice payment
- Respond to and coordinate offers of in-kind donations for food programs



- Oversee program operation in the coordinator's absence

### **What you bring to the role:**

#### **A ton of passion and compassion that is wrapped in a bundle of the following:**

- 3+ years of administrative experience, including logistics such as organizing, scheduling, tracking, inventory management, and monitoring results
- A flair for working with Google Workspace, Airtable, Clickup or similar project management and database software
- Self-motivation, curiosity, and a willingness to learn
- Attention to detail and strong organizational skills
- Truly genuine communication and interpersonal skills
- Experience dealing with sensitive situations with compassion and diplomacy
- Flexibility to work independently as well as with a dynamic team
- Ability to lift up to 25 pounds
- Valid driver's license and clear driving record
- Up-to-date immunizations are required
- A clear Vulnerable Sector Criminal Records Check
- Secondary language skills are an asset

### **Compensation and Details:**

- This position is 20 hours/week
- Salary \$23 - 27/hour depending on experience
- Benefits include: Health and dental plan, three weeks paid vacation + one week end-of-year shutdown per year, 10 paid personal days
- This role requires you to be available to work at our Burnaby office on Tuesdays, Wednesdays, and Thursdays. Some weekends and evenings are required.

### **To Apply:**

We want to hear from you! Please email your cover letter, resume, and favourite comfort food to Alice Cheung, Food Programs Coordinator, at [careers@wckfoundation.ca](mailto:careers@wckfoundation.ca).

West Coast Kids Cancer Foundation is committed to equality, diversity and a welcoming and inclusive workplace. We thank all applicants for their interest; however, only short-listed candidates will be contacted for consideration.