

Part-Time Administrative & Communications Assistant – Fraser Valley Gleaners (Abbotsford)

Are you an organized, detail-oriented person with a creative side, looking for meaningful part-time work? Fraser Valley Gleaners recovers unmarketable and surplus food and turns it into life-saving meals, feeding the poor around the world in Jesus' name.

Behind every shipment of humanitarian aid that reaches someone in need, there's a dedicated team making it happen, and Gleaners is looking for a part-time Administrative & Communications Assistant to help keep things running and spread the word.

On the administrative side, you'll support the day-to-day work of the office. Experience with MS Word and Excel is important.

On the communications side, you'll help share the Gleaners story by creating social media posts, newsletters, designing posters for events, and helping with tours. Experience with Canva is an asset.

The ideal candidate has great attention to detail, is very organized, writes clearly with excellent spelling and grammar, and brings a warm, friendly personality. 20-25 hrs/week Wage is \$20–\$22.50/hour depending on experience and suitability. Apply by sending your resume and cover letter to info@fvgleaners.org