



Food Bank Operations Assistant

United Way BC Work Experience Opportunities Grant (WEOG)

Organization: Northern British Columbia Graduate Students' Society (NBCGSS)

Position Type: Temporary Work Experience Placement (200 hours)

Compensation: Up to \$3,000 stipend

Schedule: Flexible, 8-10 hours per week – Required Weekly Commitment: Thursday 11:00 AM - 3:00 PM for Salvation Army Food Bank pickup

Duration: Start immediately upon hiring | Complete by March 31, 2026

Location: Northern British Columbia Graduate Students' Society (NBCGSS) - Office: Room 7-168, 3333 University Way, Prince George, BC V2N 4Z9

Position Overview

This empowering work experience placement provides hands-on experience supporting food bank operations while building transferable skills in the nonprofit sector. **Supervision:** You will work under the guidance of the NBCGSS Director of EDI and Welfare (Food Bank Manager) with oversight from the Executive Director to deliver confidential food security services to UNBC students in need through our collaborative partnership with the Northern Undergraduate Student Society (NUGSS).

This role offers meaningful work that combines community impact with professional development, providing essential support to students facing food insecurity while building your career capacity in nonprofit management.

Why This Position Matters

Food insecurity affects many students due to limited income and academic demands. This role provides essential skills and paid work experience to improve your employability while addressing a critical community need, particularly for international students and marginalized populations.

Eligibility Requirements

This opportunity is open to individuals who meet ALL of the following criteria:

1. Income/Disability Assistance Status:

You must be receiving OR qualified to receive:

- BC Employment Assistance (BCEA)
- Disability Assistance (PWD/PPMB - Persons with Disabilities or Persons with Persistent Multiple Barriers)
- Hardship Assistance
- Federal equivalent assistance (for Indigenous peoples on reserves or treaty lands)

2. Work Authorization:

You must be legally able to work in British Columbia

3. Commitment:

Ability to complete up to 200 hours by March 31, 2026

4. Availability:

- Thursday 11:00 AM - 3:00 PM availability required for weekly food pickups from Salvation Army Food Bank



- Hours and days will be flexible and based on needs.

Note: You will need to provide proof of eligibility (such as deposit statements, letters from your assistance provider, or equivalent documentation). If you are unsure about your eligibility, please contact WorkBC for assistance.

Key Responsibilities & Learning Opportunities

Core Food Bank Operations (60%)

- Assist with NBCGSS after-hours confidential food bank services
- Support UNBC student-specific food security programming with cultural inclusivity focus
- Help maintain confidential client intake records and usage statistics
- Support emergency food responses and special distribution events
- Assist with inventory management and food safety protocols

Collaborative Partnership Support (25%)

- Participate in planning meetings with NUGSS undergraduate representatives
- Help coordinate shared resource management under unified 'UNBC Food Bank' brand
- Engage with other UNBC departments such as Sustainability Office for food bank operations if needed.
- Support collaborative events and community initiatives

Professional Development & Administration (15%)

- Help prepare reports and documentation for NBCGSS Board of Directors
- Assist with volunteer recruitment and training coordination
- Participate in WEOG-required surveys and evaluation processes
- Engage in professional networking with student union leaders and university staff
- Following all NBCGSS's work policies such as completing NBCGSS's timesheet.

Skills You'll Gain

- **Nonprofit Operations:** Student service delivery, program coordination, democratic governance
- **Food Security Management:** Cultural inclusivity practices, emergency response, inventory systems
- **Confidential Client Service:** Privacy protection, cultural competency, community outreach
- **Collaborative Partnership:** Cross-organizational coordination, resource sharing, joint planning
- **Data Management:** Record keeping, reporting, privacy compliance
- **Professional Communication:** Written reports, presentation skills, stakeholder engagement

Training & Supports Provided

Comprehensive Training

- Week 1 orientation program covering all food bank operations
- Confidentiality training and privacy protection protocols
- UNBC campus orientation and safety procedures
- Nonprofit governance and student union operations overview

Equipment & Technology



- Access to computers and organizational technology
- AI tools for administrative tasks and communication

Transportation Support

We provide flexible transportation support based on your needs:

- **Option A (if you have a vehicle):** Mileage reimbursement for work-related travel
- **Option B (if you don't have a vehicle):** Taxi vouchers for Thursday food pickups and work-related trips
- BC Transit passes for regular campus and community travel

Professional Mentorship & Support

- Direct supervision from NBCGSS Executive Director, other Directors and Food Bank Manager
- Weekly check-ins with your supervisor
- Monthly formal evaluations and continuous feedback
- Networking opportunities with UNBC leadership and student organizations
- Connection to BC Federation of Students resources and best practices

Work Schedule & Environment

Flexible Schedule

- **Required Weekly Commitment:** Thursday 11:00 AM - 3:00 PM for Salvation Army Food Bank pickup
- **Additional Hours:** 4-6 flexible hours per week scheduled around your availability
- **Special Events:** Occasional additional hours for collaborative initiatives and emergency responses

Work Locations

- **Primary:** NBCGSS Office (Room 7-168, UNBC)
- **Secondary:** Food bank storage (Room 10-3013), NUGSS space (Room 6-370)
- **Community:** Weekly visits to Salvation Army Food Bank (3500-A 18 Ave, Prince George)

What You'll Achieve

- **Enhanced Employability:** Build your resume with specialized nonprofit and food security experience
- **Professional Network:** Connect with student unions, university staff, and community organizations
- **Career Preparation:** Develop skills for careers in student services, nonprofit management, or social services
- **Personal Growth:** Increase confidence and professional self-development
- **Community Impact:** Make a real difference in student food security at UNBC

Desired Qualifications

While not required, the following qualities will help you succeed in this role:

- Interest in nonprofit sector, student services, or food security work
- Strong communication skills and cultural sensitivity
- Commitment to confidentiality and student community values
- Reliability and flexibility with scheduling
- Willingness to learn and grow professionally

How to Apply



We are accepting applications immediately and looking to fill this position as soon as possible!

Applications reviewed on a rolling basis until the right candidate is found!

Send your resume and cover letter to: gssoffice@unbc.ca

About NBCGSS

Founded in 1997, the Northern British Columbia Graduate Students' Society (NBCGSS) represents approximately 600 graduate students at the University of Northern British Columbia (UNBC). Since 2016, we have been a proud member of the British Columbia Federation of Students (BCFS).

Our mission is to advocate for graduate students, facilitate communication between UNBC faculty, staff, administration, and graduate students, and offer services, supports, and activities that enhance the graduate student experience.

Important Information

- **Compensation Structure:** Participants receive a stipend (not a wage or salary) for completing 200 hours of work experience
- **Tax Considerations:** Participants are encouraged to seek independent tax advice regarding stipend reporting
- **Timeline:** All 200 hours must be completed by March 31, 2026
- **Program Evaluation:** Participants will complete pre and post surveys as part of the WEOG program evaluation
- **Inclusive Environment:** NBCGSS is committed to creating a supportive, inclusive work environment that maximizes participant success

This work experience placement is funded through the United Way BC Work Experience Opportunities Grant (WEOG).

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