



**INTERFAITH
FOOD BANK**
SOCIETY OF LETHBRIDGE

**1103 3 AVENUE NORTH
LETHBRIDGE AB T1H 0H7
PHONE 403 320 8779
FAX 403 328 0521
www.interfaithfoodbank.ca**

Project Protein Coordinator 2025-2026

About Project Protein:

Initiated in 2014, Project Protein recruits animals from the livestock industry (beef and pork) to be processed into ground protein for food bank clients. The pilot phase of the project demonstrated the program model that involves producers donating animals that would not normally enter the retail food chain due to “imperfections” such as age or weight, barriers to transport etc., yet are able to pass inspections required for distribution of meat to the public. The pilot was successful in recruiting hundreds of animals that were processed by participating abattoirs and butchers at reduced rates for the food bank, while producers receive charitable tax receipts for the fair market value of the animal donated to the program. Interfaith Food Bank continued to operate Project Protein after the close of the pilot in 2016, and is now aiming to reinvigorate the program and increase the amount of animals recruited on an on-going basis.

Position Description:

Primary duties include the revitalization of Project Protein and associated communications plan to update livestock producers, abattoirs, veterinarians and industry associations on the program model. The Project Protein Coordinator will liaise with all stakeholders to educate and promote the program within Southern Alberta, and to develop communications materials and messaging that can be incorporated into on-going food bank operations.

Ideal Candidate: This position is ideal for a self-starter able to achieve specific objectives within a specified time frame. Time management, flexibility, confidence, and ability to work with individuals from a variety of backgrounds, interests and abilities required. Familiarity with livestock and/or the agricultural sector is preferred, but not required.

Hours: 20 hours per week to be scheduled Monday to Friday between 8:00 AM – 4:00 PM, some evenings and/or weekends may be required. This **part-time, temporary position** will last approximately 6 months, beginning late autumn 2025 and continuing to Spring 2026, with possibility of extension.

Required Skill Set:

1. Community Engagement, Consultation and Public Speaking
2. Communication skills – written, verbal, online, strong interpersonal skills
3. Intermediate Administrative Skills
 - Computer skills – Word / Excel / Internet / E-mail / Canva
 - Organizational skills
4. Basic knowledge and/or experience with marketing/promotion considered an asset
5. Basic bookkeeping, record keeping and data entry skills
6. Familiarity with Agriculture, Livestock Industry and/or Non-profit/Charity Sector preferred
7. Must be willing to submit a Police Records Check

Job Description:

- Program Development and Coordination
 - Consult with existing program participants to evaluate the existing program model and make recommendations for improvement
 - Update program guidelines and administrative/logistics processes for producers, abattoirs, veterinarians and food bank staff/volunteers
 - Recruit donors/funders/abattoirs
 - Maintain accurate records and files
- Update and Implementation of Project Protein Communications Plan
 - Community Consultations, farm/feedlot/auction visits, etc.
 - Engagement with Industry Associations, Agricultural Fairs/Conferences, etc.
 - Identify and recommend program specific Marketing and Promotional Strategies
- General Support to Food Bank Operations
 - Document procedures for acceptance and processing of Project Protein donations
 - Ensure adequate supplies for Project Protein administration and operations
 - Backup for other administrative and operational staff – telephones, donations, directing volunteers, greeting the public, promoting general food bank activities
 - Assist with special events and fund-raising campaigns
 - Act as part of the team and assist where needed
 - Additional duties as required by Executive Director

Details for Potential Candidates:

1. The position description above outlines the duties associated with the position. Heavy lifting is often required, and the ability to lift minimum 40 pounds is an absolute requirement for the successful candidate. While administration duties are required of this position, the role is highly centered on updating the program model and associated communications plan and assisting with food bank operations. This is a very active position that requires independent thought, excellent communication skills, public speaking, and would not be ideal for someone interested only in desk work.
2. This is a part-time position with 20 hours per week to be scheduled between 8am - 4pm Monday through Friday, although occasional evenings or weekends would be required. We do not pay overtime, but instead allow staff to bank overtime to be taken in lieu at a later date.
3. The position pays \$21.30 per hour with vacation paid out on each monthly paycheque. There are no benefits attached to this temporary part-time position.
4. We are more interested in an applicant that is willing to work for our cause, and is passionate about the work that we do at Interfaith Food Bank, than we are interested in education levels, current skillset and qualifications. While both skills and qualifications will play a role in our selection process, we are most concerned with finding the right individual to join our staff team, and one that is committed to staying with us through completion of the project. More information about Interfaith Food Bank is available at www.interfaithfoodbank.ca
5. We intend to have the successful candidate commence employment with us as soon as possible.
6. Applications should be sent to info@interfaithfoodbank.ca and should include cover letter, resume and 3 references. Those shortlisted for interview will be contacted by email.