



## **Harvest Ministries Associate 30 hours per week**

First Alliance Church operates a commercial kitchen that serves food at its Café and Bistro, as well as at events and banquets. Harvest Ministries caters these events at the Deerfoot Campus. This is both a food services role and an administrative role. They will work with the Food Services Director.

### **Role Specifics**

- Recruit, train, schedule and lead volunteers
- Receive, organize and schedule event requests and bookings
- Work with the Director to order needed supplies
- Prepare event venues for food service
- Help with food preparation
- Ensure event tasks and roles are covered
- Bill for events

### **Qualifications**

- Excellent communication skills, high capacity, positive attitude.
- Attention to detail, organization, project management.
- Have an understanding of large event food preparation
- Extremely strong time management skills and ability to self-manage
- Ability to recruit volunteers and lead a team
- Be in agreement with the Christian & Missionary Alliance statement of faith and be able to sign the First Alliance Church staff covenant

### **Application Process**

Submit a cover letter and resume by email to:

Jeff Marshall, Sr. Associate Pastor – Campus Operations  
Email: [jmarshall@facalgary.com](mailto:jmarshall@facalgary.com)

*This posting will remain open until a suitable candidate is found.  
You will be contacted if we wish to proceed with an interview process.*