



Thirty hours per week - \$24 per hour

## Come and make a difference in the community!

**Harvest Project** is a community-leading, non-profit organization, bringing life-changing resources to hundreds of North Shore residents in their journeys towards a healthier life. We bring transformative change by offering client coaching, nutritious food, clothing, employment support and more. We are making a difference in our community.

Harvest Project's mission is to "Extend a Hand Up, Not a Hand-Out", helping to restore our neighbours' health and stability, benefiting the entire community. As a result, Harvest Project has been voted North Shore's Favourite Non-Profit Organization for another year!

Read more about us at [www.harvestproject.org](http://www.harvestproject.org).

We are looking for a **Rent Bank Case Worker** to join our dynamic team. Using your advanced organization and people skills, you would be responsible for the successful delivery and administration of the North Shore Rent Bank Program. This program, in association with the BC Rent Bank, offers a no-interest long-term loan to qualifying low-income residents of the North Shore who are experiencing a temporary financial crisis that could affect housing stability and/or essential services.

You would manage all aspects of the Rent Bank application and loan processing, including client support and referrals, tracking loan repayment and program metrics, and generating reports. In addition, you would support general Harvest Project administration, including donation processing. Strong communication skills are a must as you will be interacting and liaising with applicants in highly sensitive situations as well as staff, volunteers, clients, community agencies, and the general public.

This position has a direct impact on the community we support and is an integral part of the Harvest Project team.

This is a thirty (30) hour a week position Tuesday to Friday, with the following benefits:

### **Harvest Project provides:**

- \$24 per hour
- An enjoyable and dynamic team-culture of collaboration, support and flexibility
- Extended health medical benefits
- Free parking
- Opportunities for growth and development
- Opportunities to make a positive impact on the communities we serve

### **We are looking for a candidate with:**

- Excellent verbal and written communication skills
- Strong and effective people skills, with an accessible, non-judgmental, team orientation
- Intermediate knowledge of MS Office applications including experience working with spreadsheets (Excel) and data entry (Access and Apricot )
- High attention to detail
- Ability to demonstrate care and support for the success of others, including vulnerable individuals
- Ability to provide direction, supportive guidance and feedback to volunteers and others as required
- Experience in a non-profit organization is an asset
- Knowledge of local community resources is an asset

### **Education and Experience**

- Post-secondary education (diploma, degree) in a related field (administration, business, social sciences) would be preferred
- Bookkeeping or accounting experience is an asset (QuickBooks and business online banking)
- 2 years of administration experience

### **Questions and Applications**

If you have questions about the role, please send us an email at [admin@harvestproject.org](mailto:admin@harvestproject.org) and we will follow up with you.

We appreciate receiving applications at [admin@harvestproject.org](mailto:admin@harvestproject.org) with “Rent Bank Case Worker” in the subject line. We welcome all applications before July 25th and even following that date until the position is filled. We look forward to contacting select candidates.

Thank you for your interest in Harvest Project!