



9908-106 Ave
Edmonton, AB T5J 2L8
T. 780.422.2018
E. hr@hopemission.com

Job Description

Job Title : Logistics Staff
Based at : Calgary
Reports to : Logistics Dispatcher
Hours of work : 4 hours/day - 4 days/week (flex)
Start date : Immediate
Status : Casual

OUR MISSION

To serve, strengthen and uplift men, women, youth and children through the life-changing gospel of Jesus Christ

Job Summary:

Responsible for picking up donated items and ensuring the vehicle is consistently clean, fueled, inspected, and well maintained. Promptly reports any mechanical issues or incidents. Contributes to a safe, respectful, and positive environment while communicating effectively and demonstrating professionalism with donors, staff, and volunteers.

Major Duties and Responsibilities:

- Pick up and transport donation items as needed
- Perform basic vehicle inspections and maintain cleanliness.
- Ensure the vehicle is consistently washed, cleaned, fueled, and properly maintained.
- Report any vehicle issues, incidents, or accidents promptly.
- Maintain a positive, safe, and respectful environment.
- Work and communicate effectively with staff, volunteers, and work-service program participants.
- Demonstrate courtesy and professionalism toward guests, staff, and volunteers.

Minimum Qualifications and Skills:

- Full Class 5 Alberta driver's licence with a clean driver's abstract.
- Clean Criminal Record Check, including a Vulnerable Sector Check (required).



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- First Aid and Non-Violent Crisis Intervention training is an asset; training can be provided if needed.
- Ability to lift a minimum of 50 lbs.
- Excellent vision with a strong sense of hearing.
- Ability to adjust to rapid temperature changes while entering and exiting the vehicle.
- Strong communication and interpersonal skills.
- Able to work flexible hours and demonstrate reliability.

Key competencies:

- Emotional intelligence and capacity to respond quickly and effectively to rapidly changing circumstances.

Other Requirements:

- Being a Christian Organization we require our employees to be in agreement and sign the Hope Mission Statement of Faith.
- Must be legally entitled to work in Canada
- Able to provide Criminal Record Check and Vulnerable Sector Search
- A letter of reference from a ministry or church is an asset
- Adherence to Hope Mission's Policies and Procedures.

To Apply, please send:

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1. Resume and
 2. Cover letter stating why you would like to work in a Christian organization

TO: Hope Mission Human Resources: hr.connect@hopemission.com

We thank all applicants for their interest; however only those candidates selected for an interview will be contacted.