

Project Assistant (Finance) – Community Food & Artisan Market (Immigrant Entrepreneur Focus)

Cochrane Immigrant Services Committee is seeking a project assistant to work alongside the Project Lead of an international community food and artisan market.

Skills and Responsibilities

- Demonstrates a passion for cooking and an entrepreneurial mindset
- Able to work independently on cost tracking using Microsoft Excel and basic accounting software
- Submit invoices to project funder in a timely manner
- Assist with tracking vendor transactions and fee payment system
- Quick learner with a strong willingness to develop new skills
- Collaborative team player with a positive and supportive attitude
- Capable of reporting financial results clearly to the Board Treasurer
- Previous experience in accounting functions (A/P and A/R) is considered an asset
- Must be a resident of Cochrane

Work Conditions

Twelve-month, part-time contract (April 2026 – March 2027): \$20.00/hr; 25 hr/wk, with a minimum of two days/week at the CISC Community Hub
Availability on market days

How to Apply

Please submit a resume or summary of experience to **admin@ciscochrane.com**. Include a short statement (1–2 paragraphs) on why this work interests you. You may choose to provide these by phone or video. Closing date: April 10, 2026