



**Position Title:** Agency Relations Assistant

### **Organization**

North York Harvest Food Bank

### **Organizational Profile**

Since 1986 North York Harvest Food Bank has been the primary food bank in northern Toronto. Last year, we distributed over 2 million pounds of food through our 37 member agencies running over 70 community programs.

An independent, charitable organization, we envision a community where all members are able to meet their food needs. Our mission is to engage our community in meeting the food needs of northern Toronto by providing dignified food assistance, education and long-term food solutions.

### **Position Summary**

The Agency Relations Assistant will provide support to North York Harvest's 37 member agencies, working closely with the Agency Relations Coordinator and will give occasional support to our food bank drop-in service staff.

### **Reporting Relationship**

The Agency Relations Assistant reports to the Director of Community Engagement

### **Hours**

30 hours per week for 8 weeks, beginning in early June

### **Pay**

\$15 per hour

### **Key Responsibilities**

- Providing day to day assistance to our member agencies
- Research into community resources and referrals available to food bank clients
- Maintaining agency files and database
- Workshop and community event support
- Providing support to the Agency Relations Coordinator
- Occasional assistance in food bank drop-in programs

## **Qualifications**

- Excellent communication and organizational skills
- Strong research abilities
- Good customer service skills
- Computer proficiency in common office applications
- Knowledge of food security and poverty issues
- Ability to work independently and as part of a team
- Familiarity with northern Toronto area an asset

Please forward cover letter and resume to [sarah@northyorkharvest.com](mailto:sarah@northyorkharvest.com), attention Sarah Watson, Director of Community Engagement **by May 30<sup>th</sup>**. Please quote the job title in the subject line.

**No phone calls please.**

**Applicants must be 30 years of age or under, have attended school full-time in 2017-18 and be returning to full-time studies in the fall.**

North York Harvest Food Bank is committed to employment equity and encourages applicants from equity seeking groups.

We thank all applicants for their interest, however, only those to be invited for an interview will be contacted.

North York Harvest Food Bank, 116 Industry St., Toronto, Ontario M6M 4L8  
[www.northyorkharvest.com](http://www.northyorkharvest.com)