



**Position:** Donor Relations and Communications 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 Donor Relations and Communications Assistant will work closely with the Communications Lead and Donor Relations Associates to engage North York Harvest's community of supporters to raise funds and awareness in support of our vital work.

**Reporting Relationship:** The Donor Relations and Communications Assistant reports to the Director of Development and Marketing.

**Hours:** 30 hours per week for 8 weeks, beginning late in early June

**Pay:** \$15 per hour

**Key Responsibilities**

- Fostering strong relationships with current and potential donors
- Providing day to day assistance in developing agency-wide messaging
- Supporting the creation and dissemination of donor-focused communications – including newsletters, social media posts, gift impact statements and donor stewardship materials
- Representing North York Harvest at community events
- Supporting the development of our Client Speaker's Bureau

## **Qualifications**

- Excellent organizational skills and attention to detail
- Strong oral and written communication skills
- Computer proficiency in common office applications and social media platforms
- Database experience an asset
- Sensitivity to private nature of some data
- Ability to work independently and as part of a team
- Knowledge of food security and poverty issues, and familiarity with the northern Toronto area are all assets
- Ability to work occasional evenings and weekends

**Please forward cover letter and resume to [leslie@northyorkharvest.com](mailto:leslie@northyorkharvest.com), attention Leslie Venturino, Manager, Annual and Community Giving by May 30th. 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)