



## Foodreach Coordinator

North York Harvest Food Bank is seeking a qualified candidate for the Foodreach Coordinator role. The ideal candidate has exceptional attention to detail, is flexible and adaptable to a growing and evolving project and has a passion for food security work and customer service.

### Roles and Responsibilities

- Oversee Foodreach portal activities and liaise with customers
- Administration: issue invoices, approve pricing and track/receive payments
- Manage day to day operations of Foodreach portal, liaise with website administrators
- Participate in meetings and conference calls pertaining to FoodReach
- Contribute to consistently meeting deadlines and workplan expectations
- Act as ambassador and representative of both Foodreach and North York Harvest Food Bank to wider community
- Contribute to a positive and successful organizational culture by being an active and conscientious member of the Foodreach, Operations Department and wider NYH staff team
- Other duties as assigned

### Qualifications\*

- Bachelor's degree, college diploma or equivalent experience in business management, accounting or administration an asset
- 1-2 years' work experience in an administrative role
- Excellent customer service skills
- Experience working or volunteering in the non-profit sector
- Excellent attention to detail and ability to navigate numbers
- Intermediate level of proficiency in MS Office, particularly Word and Excel
- Familiarity with Quickbooks or other accounting software an asset

\* North York Harvest Food Bank is committed to employment equity and encourages applicants from equity seeking groups. We recognize a range of lived and work experience as being valuable to our work and encourage interested parties to apply.

**Reporting Relationship:** The Senior Manager, Program Services will report to the Director of Operations. This role has no direct reports

**Hours:** 37.5 hours per week, full time permanent

**Salary:** \$40,000-\$45,000 per year, plus benefits

Interested candidates should submit resume and cover letter to Sahar Ghafouri, Director of Operations at sahar@northyorkharvest.com . Only those selected for an interview will be contacted.