



Position Title: Administrative Assistant

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 47 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, focused advocacy, and long-term food solutions.

Position Summary:

The incumbent is engaged in donor data management, and will specifically work on the maintenance— review, update and reconciliation of data – of North York Harvest’s donor database (Raiser’s Edge).

Reporting Relationship:

The Admin Assistant reports to the Development Officer

Hours:

30 hours per week for 9 weeks, beginning late May/early June.

Pay:

\$15 per hour

Key Responsibilities:

- Update donor database
- Assist in processing incoming donations
- Filing of donation records

Qualifications

- Outstanding focus and attention to detail along with high degree of accuracy
- Excellent computer skills and experience working with Excel spreadsheets
- Ability to learn quickly
- Show initiative and strong capacity for problem solving
- Comfortable working on repetitive tasks for long periods
- Post-Secondary Education or training in Database Management is an asset
- Knowledge of Constituent Relationship Database management database (preferably Raiser's Edge) is an asset
- Sensitivity to the private nature of some data

Please forward cover letter and resume to henry@northyorkharvest.com, attention Henry Chiu, Director of Development & Marketing by **Monday, May 20th**. Please quote the job title in the subject line. Applicants must be 30 years of age or under and have attended school full-time in 2018-19.

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

Eligibility Criteria (must be completed)

CSJ 2019 includes new expanded eligibility to include all youth aged 15 to 30, which means youth who are not students are eligible. This change has been made to complement the Government's renewal of the Youth Employment Strategy (YES), announced in Budget 2018. A modernized YES will be implemented over five years to ensure that youth, including those who face unique barriers, achieve their potential in an evolving labour market.

Name: _____

Position applying for: _____

- Are you between 15 and 30 years of age at the start of the employment; **yes** ____ **no** ____
- Are you a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment; **yes** ____ **no** ____
- Do you have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations. **yes** ____ **no** ____

International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada.

*Eligibility criteria taken directly from: <https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs/screening-eligibility.html>