



Position Title: Administrative Assistant – MarComm

Organizational Profile:

Since 1986 North York Harvest Food Bank has been the primary food bank in northern Toronto. 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.

Last year, we distributed 3 million pounds of food – a 50% increase due to the increased demand during the pandemic.

Position Summary:

The incumbent will support North York Harvest’s communications and marketing projects.

Reporting Relationship:

The incumbent reports to the Development Officer.

Hours:

30 hours per week for 12 weeks, beginning in June.

Pay:

\$16.10 per hour

Key Responsibilities:

- Provide support in updating North York Harvest’s website
- Implement North York Harvest’s summer digital campaign
- Provide support in development of fundraising event collateral

Qualifications:

- Experience managing social media platforms (Facebook, Twitter, Instagram, LinkedIn) for corporations/organizations and curating content
- Experience with the WordPress platform (content creation, knowledge of menus/backend)
- Some experience and interest in writing and editing blog and social media posts
- Knowledge of CSS is an asset
- Graphic design skills are an asset (Adobe Suite, Canva)
- Quick at learning and able to understand an organization's vision/mission and communicate it effectively internally/externally



Please forward cover letter and resume to anna@northyorkharvest.com, attention Anna Lee Boschetto, Development Officer, by May 14. Please quote the job title in the subject line.

Applicants must be between 15 and 30 years of age and be legally entitled to work in Canada.

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.