



Position Title: Administrative Assistant – Donor Relations

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.

Vision

A community where all members are able to meet their food needs.

Mission

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.

Values

Access & Inclusion
Collaboration
Integrity
Excellence

Position Summary

The Administrative Assistant, Donor Relations offers support in donor data management, and donor cultivation and stewardship.

Reporting Relationship

The Administrative Assistant, Donor Relations reports to the Development Officer

Key Responsibilities:

- Support donor data management and maintenance of North York Harvest's donor database (Raiser's Edge)
- Assist in processing incoming donations
- Assist with donor cultivation and stewardship
- Assist with administrative tasks such as photocopying, filing and mailing



Qualifications

- Outstanding focus and attention to detail along with high degree of accuracy
- Excellent computer skills and experience working with Microsoft Office and Google applications
- Ability to learn quickly
- Strong communication, interpersonal and customer service skills
- Show initiative and strong capacity for problem solving
- Comfortable working on repetitive tasks for long periods
- Prior training in Database Management is an asset
- Knowledge of Constituent Relationship Database management database is an asset
- Sensitivity to the private nature of some data
- Share North York Harvest's vision, mission and values

The job description provided is not meant to be an exhaustive list. The incumbent may perform other tasks which are consistent with the general intent of this role.

Terms

This job opportunity is funded through the Canada Summer Jobs Program. Applicants must be between 15 and 30 years of age and be legally entitled to work in Canada.

Hours: 30 hours per week for 12 weeks, beginning in November

Pay: \$16.10 per hour

Working Conditions

This position includes some in-office hours as well as remote work. The candidate must have access to reliable internet while working remotely.

To Apply

Please forward your cover letter and resume to henry@northyorkharvest.com by November 12, 2021. Please quote the job title in the subject line.

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.

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