



Position Title: Administrative Assistant

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 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 November.

Pay:

\$16.10 per hour

Key Responsibilities:

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



Qualifications:

- Strong communication, interpersonal and customer service skills
- 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)
- Excellent computer skills and experience with Microsoft Office and Google applications
- 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

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.

Please forward cover letter and resume to henry@northyorkharvest.com by November 12. 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.