



Administrative Assistant – Donor Relations

Position Summary

North York Harvest Food Bank is looking for an experienced solution-based generalist to support in the cultivation and stewardship of current and prospective donors. With a vision of a community where all members are able to meet their food needs, the ideal candidate must be a team player with superior organizational skills, attention to detail and excellent customer service skills.

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

- Strong attention to detail, excellent written and communication skills.
- Proficiency with Microsoft Office suite (Excel, Word, PowerPoint) Ability to learn quickly
- Prior training in Database Management is an asset
- Proven judgment and decision-making skills and ability to recognize when others need to be involved in activities or decisions. Able to be tactful, listen, and search out answers.
- Demonstrated professionalism and with a commitment to the values of North York Harvest Food Bank – Access & Inclusion, Collaboration, Integrity and Excellence

Terms

- Hours: 35 hours per week for 12 weeks, beginning in May
- Pay: \$16.10 per hour + 6% Vacation Pay + 3% fixed-term contract premium + 3% benefit allowance
- This job opportunity is partially funded through the Canada Summer Jobs Program and applicants must be between 15 and 30 years of age at the start of the employment;
- Be 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;



- 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.

Working Conditions

This position includes some in-office hours as well as remote work.

To Apply

Please forward your cover letter and resume to stephen@northyorkharvest.com by May 14, 2022. Please quote the job title in the subject line.