



Position Title: Community Engagement Assistant

****Canada Summer Job position – ELIGIBILITY FORM MUST BE ATTACHED TO APPLICATION**

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.

Position Summary:

The **Community Engagement Assistant** will be responsible for supporting the organization's communications and agency relations needs. The position will work closely with our Communications and Advocacy Coordinator to support the communication needs of the organization, as well as our Agency Relations Coordinator to support the needs of our Member Agencies.

Reporting Relationship:

The Community Engagement Assistant reports to the Director of Community Engagement

Hours:

35 hrs/week until September 2nd

Pay:

\$16.10 per hour, + 6% Vacation Pay and, + 3% fixed-term contract premium, + 3% benefit allowance.

Key Responsibilities:

- Support and create content for NYH social media platforms
- Research issues connected to poverty and food insecurity to support the organization's communications and advocacy work
- Assist in the development of long-form pieces for newsletters and blogs
- Provide administrative support to the Agency Relations Coordinator
- Assist in the development and execution of community events
- Other duties as assigned

COVID-19 Requirements:

- Required to work both remotely and onsite. Resources and equipment to work remotely will be loaned to the employee and must be returned at the end or termination of employment.
- Must wear medical grade PPE provided by the employer
- To be able to work remotely, the incumbent must have access to stable internet and a cell phone
- Required to work a portion of the day outside (all seasons) during program hours
- Must be vaccinated against Covid-19

Qualifications

- Excellent communication and organizational skills, and attention to detail
- Interest or experience working in community engagement, communications or public relations or comparable role
- Direct experience in the creation and management of social media content
- Strong ability to research, analyze, and present information to a wide audience
- Experience working with people from diverse backgrounds and incorporating perspectives from multiple communities
- Computer proficiency in common office applications (e.g. Word, Excel, Powerpoint)
- Experience developing or participant in advocacy campaigns an asset
- Knowledge of food security and poverty issues is an asset
- Familiarity with northern Toronto is an asset
- Commitment to and understanding of Anti-Oppression and Anti-Racism policy and practices
- Ability to work independently and as part of a team, across departments, and with volunteers

**** Canada Summer Jobs - Eligibility Criteria:**

To be eligible, youth must:

- be between 15 and 30 years of age at the beginning of the employment period;
- 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; and,
- 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.

Please forward cover letter and resume to sarah@northyorkharvest.com, attention Sarah Watson, Director of Community Engagement. Applications will be accepted until **Thursday, May 26th, 2022**, however, will be reviewed on a rolling basis and applicants under consideration may be contacted in advance of this date. 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 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

PLEASE FILL OUT AND INCLUDE THE CANADA SUMMER JOBS ELIGILITY FORM WITH YOUR APPLICATION
(located on our website under "career " section"