Position Title: Social Enterprise 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 Social Enterprise Assistant will provide support to North York Harvest's Social Enterprise, FoodReach. The position will work closely with our Social Enterprise team to assist with business development, administration, logistics, and communications support.

Reporting Relationship:
The Social Enterprise Assistant reports to the Social Enterprise Manager, FoodReach.

Hours:
37.5 hours for 16 weeks.

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

Key Responsibilities:
- Assist with customer prospect research and market analysis
- Assist with communications plan and content ideation
- Assist with maintenance of the e-commerce platform and inventory management system
- Assist with administrative tasks such as photocopying and filing
- Contributes to a supportive and inclusive team that works together efficiently, effectively and respectfully. Includes supporting and collaborating with all staff and volunteers
- Must adhere to all NYH's and Ontario Health and Safety rules and regulations
- Maintains a courteous and friendly rapport with co-workers, customers, and partners
- 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.
- While onsite, the employee must wear a mask
- To be able to work remotely, the incumbent must have access to stable internet and a cell phone
- Must be vaccinated against Covid-19

Qualifications
- Strong attention to detail, excellent research and communication skills (written and oral)
- Proficiency with Microsoft Office suite (Excel, Word, PowerPoint)
- Prior training in Database Management and/or e-commerce platforms 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

*** 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 lianne@northyorkharvest.com, attention Lianne Holland, Social Enterprise Manager, FoodReach. Applications will be accepted until **Monday May 13th, 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"