



Position Title: Specialist, Business Administration

Organizational Profile:

Since 1986 North York Harvest Food Bank has been the primary food bank in northern Toronto. Last year, we distributed over 2 million pounds of food through our 35 member agencies running over 70 community programs.

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. We believe in access and inclusion, collaboration, integrity, and excellence.

Position Summary:

North York Harvest Food Bank (“NYHFB”) is seeking an experienced administrator for a one-year contract. The Specialist, Business Administration will assist the organization with transitioning administrative services to our new working reality: balancing the need to support remote and virtual work needs with on-the-ground frontline operations.

Reporting Relationship:

The Specialist, Business Administration is a new position and will report to the Senior Director, Operations. This role has no direct reports.

Hours:

37.5 hours per week for 52 weeks

Compensation:

Salary range is \$65,297 to \$76,820 plus comprehensive Extended Health and Dental benefits and three weeks paid vacation.

Key Responsibilities:

- Assess current state and future state needs for NYHFB with regards to admin systems: finance, HR process, IT management, contracts, admin policies
- Oversee the work of the IT consultant and other contractors
- Develop project plans related to the transition of these systems; map and document processes, research options, oversee rollout
- Develop relevant policies and procedures
- Train staff on changes to policies and processes, deliver workshops and run meetings
- Track actions and progress related to project tasks
- Manage a dedicated budget

- Assist with grant reporting by gathering data as needed
- Update balanced scorecard and internal strategic reporting/measures
- Work closely with Leadership Team, Accounting, HR, and Admin staff
- Other duties as assigned.

COVID-19 Requirements:

- Work will be both remote and on site as needed. Resources and equipment to work remotely will be loaned to the employee and must be returned at the end or termination of employment.
- To be able to work remotely, the incumbent must have access to a stable internet connection.
- In order to work on site, candidates must be fully vaccinated against Covid-19.

Qualifications:

- Excellent organizational and project management skills
- Ability to work independently with minimal oversight; results and detail-oriented
- Demonstrated ability to manage a project from start to finish
- Demonstrated ability to work cross-functionally
- Experience working in an administrative role, supporting the operations of a business or organization
- Experience working in a non-profit setting an asset
- Basic knowledge of bookkeeping or finance systems an asset
- Basic knowledge of IT systems an asset
- Excellent proficiency with Microsoft Office, Google Suite, virtual event tools required.

All interested candidates should submit a cover letter and resume to Sahar Ghafouri, Senior Director at sahar@northyorkharvest.com by Monday June 13th 2022

Applicants must be legally eligible to work in Canada.

NYHFB is committed to employment equity and encourages applicants from equity-seeking/equity-deserving groups. We recognize that lived experience is as valuable as formal education and as such encourage members of the NYHFB community to apply (employees, volunteers, community partners, and/or clients). We strive for a workplace that reflects the diversity of the community we serve and in which we live.

NYHFB has an accommodation process in place. Applicants requiring accommodation because of a disability or medical need are asked to make their needs know in advance. Information received related to accommodation requests will be treated with confidentiality.

We welcome all applicants, however only those invited for an interview will be contacted.