



**Position Title: Administrative Coordinator**

**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 a temporary Administrative Coordinator to support the on-site operation of the office and warehouse.

**Reporting Relationship:**

The Administrative Coordinator will report to the Senior Director, Operations. This role has no direct reports.

**Hours:**

37.5 hours per week for 26 weeks

**Compensation:**

Salary range is \$22.82 to \$26.96 plus 3% time limited contract premium, 3% in lieu of health benefits, and three weeks paid vacation annually prorated to contract term.

**Key Responsibilities:**

- Ensuring the smooth and efficient running of the office with a focus on customer service, including by making sure the office is well-maintained, organized, coordinated and run
- Processing incoming mail, managing internal organizational communications
- Maintaining and trouble-shooting all office equipment
- Maintaining and ordering inventory of office supplies within budget

- Developing manuals, policies and protocols related to the administration of NYH
- Making recommendations to improve the efficiency and operation of office processes
- Supporting Operations team with route scheduling and administration, tracking of incoming and outgoing weights
- Protecting and furthering the organization's image by contributing to the delivery of customer-focused service, fairly and accurately representing the organizational mission, vision and values to external stakeholders
- Contributing to a supportive and inclusive team that works together efficiently, effectively and respectfully. Includes supporting and collaborating with all staff and volunteers
- Other duties as assigned
- Some evening and weekend work may be required

### **COVID-19 Requirements:**

- Work will be primarily onsite, but occasional at-home work may be required. Resources and equipment to work remotely will be loaned to the employee if needed, 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 willing to follow NYH's covid protocol at the time.

### **Qualifications:**

- Excellent organizational and project management skills
- Ability to work independently with minimal oversight; results- and detail-oriented
- 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 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](mailto:sahar@northyorkharvest.com) by March 17<sup>th</sup> 2023

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 known 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.