



External Posting:

Position Title: Development Trainee (1 position available)

Department: Development Department

Reports to: Database and Donor Care Manager

Direct Reports: n/a

****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 Development Trainee will provide administrative support related to North York Harvest's fundraising programs and initiatives. The position will work closely with staff in the Development and Marketing department to support activities related to fundraising and marketing campaigns and activities, and donor stewardship communications.

Reporting Relationship:

The Development Trainee reports to the Database and Donor Care Manager.

Hours:

35 hours for 8 weeks.

Compensation:

\$19.21 per hour, + 6% Vacation Pay and, + 3% fixed-term contract premium, + 3% benefit allowance.

Key Responsibilities + Duties:

- Assists with data entry
- Responds to inquiries from existing and potential funders via email and phone
- Helps to prepare donor acknowledgments
- Assists in preparing funding reports
- Supports and supervises volunteers
- 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, volunteers, agency representatives and donors
- Other duties as assigned



Qualifications:

- Excellent communication and organizational skills
- Knowledge of food security and poverty issues
- Experience working in low-income, diverse communities
- Experience working with volunteers
- Experience with customer facing roles
- Strong problem solving and analytical skills
- Computer proficiency in common office applications (e.g. Word, Excel)
- Nice to have: Experience using a Customer Relationship Management (CRM) system or constituent database (eg. Raiser's Edge)
- Ability to work independently and as part of a team

Education

- No formal education is required

Experience

- No previous experience in the position is required

Working Environment and Conditions

- The position is full-time 8 week contract (35 hours/week)
- Physical environment: Typical office and typical office equipment, in shared space and artificial lighting; Food warehouse environment.
- Required to work onsite (office located at 116 Industry St), with a potential for some remote work. If required, 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, incumbent must be willing to follow NYH's Health + Safety protocol.

Physical and Sensory Demands

- Extended periods of desk work
- Extended periods of standing
- Engaging in repetitive and/or precise hand/finger movements
- Strong attention to detail
- Bending and twisting as needed
- Ability to lift up to 35 lbs. / 16 kg.
- Proficient operation of various equipment, including computers and office devices (e.g., photocopier, telephony, postage meter etc.)
- Exposure to household products and various scents may be encountered in the workplace.



All interested candidates should submit a cover letter and resume to Louise Longhurst, Database and Donor Care Manager at <mailto:louiselonghurst@northyorkharvest.com> by **Tuesday, May 20th, 2025**. Interviews will be conducted on a rolling basis. 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.

PLEASE FILL OUT AND INCLUDE THE CANADA SUMMER JOBS ELIGIBILITY FORM WITH YOUR APPLICATION (*located below and on our website under "career "section"*)

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

To be eligible, youth must:

- a. is between 15 and 30 years of age (inclusive) at the start of employment;
- b. is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act**; and
- c. is legally entitled to work according to the relevant provincial / territorial legislation and regulations.

*International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.
