



THE  
**FOOD SHARING**  
PROJECT

**NOW HIRING – APPLY BY DEC. 15, 2022**

## **Administrative Assistant**

Temporary contract position

12 hours per week for 26 weeks (January to June 2023)

\$21.00 per hour, plus 4% vacation pay

### **Position Description**

The Administrative Assistant, under the guidance of the Executive Director, will support the Executive Director and Board members in carrying out a variety of general administrative duties and working on several time-sensitive special projects.

### **Organization**

The Food Sharing Project (FSP) is a registered Canadian charity that has been operating for almost 40 years. FSP provides nutritious food to 88 schools across KFL&A to support their in-school breakfast, lunch and hearty snack programs. An average of 5 tonnes of food, valued at over \$20,000, is packed and delivered each week, throughout the school year.

### **Tasks and Responsibilities**

#### *Administration & Communications*

- Answer phones, respond to inquiries, direct calls to other staff as necessary, manage mail.
- Manage the organization's main email account, respond to inquiries, redirect messages to other staff as necessary.
- Using a shared electronic calendar, schedule business appointments, school visits, virtual meetings and business travel.
- Complete administrative tasks related to school nutrition programs such as updating contact lists and data, reviewing monthly reports for accuracy and following up on late reports, collating and purchasing school requests for equipment.
- Create weekly or bi-weekly deposits of donations and other monies.
- Liaise with web host to manage and update website with provided content.
- Create relevant social media posts to increase awareness of organization and analyze their impact.
- Create a food cost analysis and food item analysis for monthly board meetings.
- Design and create an Annual Report for the organization based on provided content.
- Contribute to a positive, respectful, collaborative working environment.

### *Manage donations and support fundraising*

- Manage and record donations in online Donor Management System, issue thank you letters and donation receipts, add older donation data to system and create a donation report for monthly board meeting.
- Manage donor correspondence and create a quarterly newsletter for donors providing an update on FSP activities.
- Assist board, committee and staff with the planning, organization, and implementation of fundraising event(s).
- Encourage third-party fundraising, including identifying and contacting third parties, offering support such as customized materials and an online giving portal, promoting third-party fundraising activities, and arranging FSP participation in third party fundraising events.
- Assist E.D. with special giving activities, such as promoting Giving Tuesday, Great Canadian Giving Challenge, donation mailings, and other tasks as assigned.
- Assist staff and Board members with administrative tasks related to the development of policies, procedures and standard operating procedures.

### **Skills**

- A highly skilled ability to prioritize, and balance daily tasks with longer term activities.
- Excellent planning and organization skills to achieve daily, weekly, and project goals.
- Highly proficient office administration skills, especially MS Office applications and web-based applications.
- Excellent working knowledge of social media relevant to our purposes, and content creation software, such as Canva.
- A highly effective communicator in all formats (in-person, phone, written).

### **Terms and Conditions**

- 12 hours per week. Anticipated schedule Monday to Thursday mornings, 9am to 12pm, but schedule is flexible and will be determined in consultation with the Executive Director. Blend of on-site or work-from-home may be arranged, dependent on tasks.
- Rate of pay \$21.00 per hour, plus 4% vacation pay in lieu of paid vacation time.
- Position will start the first week of January and end the last week of June 2023.
- Possibility of expanded hours or extension dependent on funding and reassessment of organizational needs.
- Must be fully vaccinated against Covid-19 as per the organization's Covid-19 vaccination policy.
- Must provide a satisfactory criminal police information check (CPIC) which includes vulnerable sector screening (VSS).
- Must complete training required as part of orientation, e.g. AODA customer service standards, Health & Safety in the workplace, etc.

**To apply: Submit your application no later than Dec. 15 at 5pm.**

- Send an email and attach a one-page cover letter, supporting your relevant skills and experience with *specific examples*, along with a copy of your résumé to the attention of:

Andy Mills, Executive Director  
The Food Sharing Project  
[fsp@foodsharingproject.org](mailto:fsp@foodsharingproject.org)

- The attachments may be in one document or two, in PDF or DOC format.
- In the subject line of the email, please indicate: *FSP Administrative Assistant application from (your name)*.
- **Electronic applications must be received by 5:00pm on Thursday, December 15, 2022.**
- **Interviews will be scheduled for December 19-20, 2022.**

The Food Sharing Project is an equal opportunity employer and will not discriminate on the basis of sex, gender identity, faith, ethnicity, age, disability or other factors. If you require accommodation to make this application, or if selected for an interview, please contact [fsp@foodsharingproject.org](mailto:fsp@foodsharingproject.org).

*We thank all candidates for their interest, but we will only contact applicants who are selected for an interview.*

To learn more about The Food Sharing Project, visit our website at [www.foodsharingproject.org](http://www.foodsharingproject.org)