

## **Canada Summer Jobs Position – Program and Administration Assistant**

**Duration: 10 weeks (30 hours/week)**

The Fort York Food Bank (FYFB) is a grassroots, peer-supported registered charity focused on restoring the dignity and integrity of individuals through partnerships that feed the hungry and help people.

The best candidate should share in our vision and mission and be comfortable working with low-income residents. They should be able to get along with a diverse group of colleagues, volunteers, and clients.

### **Role Description**

Reporting to the Executive Director, with opportunities to work with Board of Directors and senior volunteers.

### **Key Responsibilities**

- Assist and support the daily operations of food programs
- Support donor database update and clean up including financial inputs, reconciliation to third party donor reporting and analysis to support fundraising plans
- Work directly with clients, completing client intake and assessment, as well as providing information and referrals and other support clients may require (housing, employment, legal, etc.)
- Other special projects as determined by the Executive Director and Board of Directors

### **Requirements**

- Between 18 and 30 years of age at the beginning of the employment period
- 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\*
- 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
- Minimum in-process of post-secondary education and intention to return to school
- Computer literate and proficiency in Excel/Google Sheets
- Attention to detail and analytical capabilities, including data entry work and accurate maintenance of records
- Good verbal and written communication skills
- Work well within a diverse team as well as independently
- Creative problem-solving skills and able to work under pressure
- Committed to working for and with low-income people, diverse cultural groups, people living with mental health and addictions and to the principles of anti-oppression and social justice
- Current experience as a volunteer at FYFB is an asset
- Multilingual is an asset (Turkish, Spanish, Cantonese, Mandarin)

**Compensation:**

\$23/hour for 10-weeks, 30 hours a week

**To Apply:**

Please send your resume and brief cover letter to [info@fyfb.com](mailto:info@fyfb.com). Indicate in the subject line your name and Program and Administration Assistant. We thank all applicants for their interest, but only those selected for interviews will be contacted. Interviews will be arranged in person or Zoom. Deadline to apply is May 17, 2023.

*Fort York Food Bank is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*

\* International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible