

## Georgina Community Food Pantry – GCFP

### **ADMIN COORDINATOR - JOB POSTING**

**Work Terms:** One-year contract with possibility of renewal (20 hours/week) at \$21.00/hour  
**Work Conditions:** Monday to Friday with the occasional evening/weekend work  
**Start Date:** ASAP  
**Reports to:** Executive Director

Working closely with volunteers, staff and community partners, the **Admin Coordinator** will assist the Executive Director's work and oversee all aspects of the office administration, such as filing and records, internal and external communications, post accounts receivables and payables in QuickBooks, assist with social media postings as directed, coordinate meetings, conduct research and prepare documentation as required. The mission of the GCFP is to nourish our community and inspire change by providing dignified access to good food.

#### **Main Job Responsibilities:**

- Assist with office IT maintenance and troubleshooting (i.e. emails, computers, photocopier, and phones).
- Answer phone and respond to public inquires, referring messages or calls to other staff as appropriated.
- Greet and assist visitors/donors/clients; directing them accordingly in a professional and respectful manner.
- Distribute information to the public and community partners to encourage participation in the GCFP programs.
- Manage office supplies and cleaning supplies and coordinate orders from suitable suppliers as required.
- Maintain a pleasant, tidy appearance of the reception area and update bulletins board as required.
- Manage and organize files, including documentation, forms, and office records (incl. previous year's archives).
- Coordinate various meetings and/or scheduled presentations, sending reminders and follow up minutes.
- Assist in the collection of statistical data and evaluation efforts, as directed by the ED and needed by the GCFP.
- Create and maintain donors database and produce reports as required to support our fundraising efforts.
- Support GCFP communication strategy by monitoring social media, producing postings and content, as directed.
- Assist to set up and update regularly the GCFP online calendar with scheduling activities and programing.
- Assist the ED with financial chores by timely posting GCFP accounts receivable and payables in QuickBooks.
- Reconcile invoicing and prepare cheques for the ED, assisting with routine banking tasks and/or reporting.
- Assist with and work with other staff on new food programs development (grants, monitoring, and coordination)
- Attend regular staff meetings, trainings and other committee meetings, as required.

#### **Job Requirements:**

- GCFP employees are required to submit a Criminal Record check upon hire.
- Due to the requirements of this position, a Valid Ontario driver's license and access to a vehicle is required.
- Follow and actively promote the mission of GCFP and always adhere to safety procedures & policies.

#### **Qualifications:**

- A minimum of 2 years of related work experience (administration, office) in the sector.
- Strong organizational skills, ability to prioritize work, confidentiality, professionalism, and ability to be flexible.
- Proficient in MS Office applications (Excel, MS Word, Power Point) and working knowledge of QuickBooks preferred but willing to train the right candidate.
- Knowledge of or ability to quickly learn social media platforms to support communications efforts.
- Self-directed and capable to work independently with a high regard for confidentiality is a must.
- Excellent verbal/written skills with an understanding and commitment to client/public satisfaction.
- Experience working with impoverished and marginalized populations is considered a strong asset.

Please email your application and cover letter to [contact@georginafoodpantry.com](mailto:contact@georginafoodpantry.com) by **Sunday December 5<sup>th</sup> at midnight**. Note that only those candidates selected to be interviewed will be contacted.