



CURRENT EMPLOYMENT OPPORTUNITY

Assistant to Executive Director/Social Media Support

Status: Temporary, Part Time (20 hours per week)

Number of Positions: 1

Salary Range: \$20.00 per hour

Posting Date: September 25, 2020

Closing Deadline: October 9, 2020

The Georgina Community Food Pantry ("GCFP") was founded in 1986. Members of the faith community were concerned about the growing level of poverty in Georgina, and decided to help out by establishing a food bank for Georgina residents. The first Pantry location was in Jackson's Point and on the first day in spring 1986, there was a concern that they might run out of food.

Today the Pantry is located in The Link in Sutton- and serves the Georgina-area- from Keswick, Pefferlaw, Virginia and Sutton. Last year, we provided food to more than 7,500 people. Of which, 34% were children. Year over year, our fresh food program continues to expand, providing people with access to more produce.

About the Position: Reporting to the Executive Director, this role supports the running of the Pantry and enables the ED to deliver against the goals set for that role. This support role involves two key roles: Administrative and Social Media Support. To see the complete job description, please visit our website at www.georginafoodpantry.com.

Qualifications: Demonstrated excellence in written and verbal communication; excellent interpersonal skills with ability to build effective relationships; proven ability to handle multiple and varied tasks; strong time management and problem solving skills; strong computer skills with Microsoft Office Suite; strong technical skills and proven experience with social media and website maintenance; three (3) years' previous experience in an office environment or equivalent combination of education and experience; knowledge of office management systems and procedures.

Qualified applicants are invited to submit their resume and cover letter by October 9, 2020 to: admin@georginafoodpantry.com. The Georgina Food Pantry is committed to accommodating all applicants in accordance with the Ontario Human Rights Code for all employment activities including the recruitment process.

We thank all candidates for their interest, however only those being considered will be contacted.