



# Administrative Assistant - office

## ORGANIZATION OVERVIEW

**Scarborough Food Security Initiative (Feed Scarborough)** is a community-driven charity in Scarborough focused on addressing food insecurity and poverty. Founded during the 2020 pandemic, the organization operates through a three-tiered approach: meeting urgent needs through programs such as food banks, the Healthy Meal Truck and Foodabundance, Rx Eats, farmers markets, and community outreach; building long-term sustainability through initiatives like FoodHall TO, Startup Scarborough, youth culinary and hospitality training, the Bridge Program for job readiness and confidence building, and community gardens; and advancing systemic change by advocating for equitable food systems and the recognition of food as a fundamental human right in Canada. Complementing these efforts are programs like Seniors Social Circles, which promote social connection and well-being. Feed Scarborough currently serves over 5,000 community members each week, working toward a more resilient and food-secure future.

## ROLE OVERVIEW

The Administrative Assistant - office at Scarborough Food Security Initiative plays a crucial role in ensuring the smooth functioning of the organization's office administration. Key responsibilities include providing administrative support, handling data entry tasks, managing communication channels, supporting social media efforts, and contributing to promotional activities. The role involves a variety of administrative duties, including scheduling, filing, typing, and accounting tasks. The Administrative Assistant also plays a role in maintaining supplies inventory and fulfilling any other assignments as directed by the supervisor. The position requires professionalism in communication, both in-person and through phone and email interactions. Overall, the role contributes to the effective operation and coordination of the Scarborough Food Security Initiative.

## Position Responsibilities:

- Provide administrative support to ensure the efficient operation of the organisation.
- Perform data entry tasks to maintain accurate and up-to-date records.
- Answer phone calls, schedule meetings, and assist visitors with their inquiries.
- Execute various administrative duties, including filing, typing, copying, binding, scanning, and accounting tasks.
- Carry out accounting data entry responsibilities as instructed by the supervisor.
- Manage and coordinate administrative projects, ensuring timely completion of tasks.
- Support the organization's social media and communications efforts.



- Assist in promoting and marketing initiatives to raise awareness for the organization.
- Maintain and update the mailing list.
- Create a monthly newsletter and distribute it to donors and clients.
- Demonstrate polite and professional communication through phone, email, and in-person interactions.
- Collaborate with the team to perform tasks related to organizational goals and maintain strong communication channels.
- Provide information and address questions and requests from internal and external stakeholders.
- Monitor and manage supplies inventory by regularly checking stock levels, anticipating needs, and placing orders as required.
- Contribute to team efforts by achieving related results and assisting with various tasks.
- Undertake any other assignments as directed by the supervisor.

### KEY SUCCESS FACTORS

- Reporting Skills
- Administrative Writing Skills
- Microsoft Office Skills
- Managing Processes
- Organization
- Analyzing Information
- Professionalism
- Problem Solving
- High school diploma or equivalent education required
- Knowledge of appropriate software including: Microsoft Word, Excel, and Outlook, Microsoft PowerPoint and Adobe Acrobat
- ***This is a part of Canada Summer Jobs programme, so you will need to be between the ages of 15yrs – 30 years, and be a citizen or permanent resident or refugee claimant in Canada.***

Application Deadline: As Soon As Possible

Job Types: 8 weeks, starting As Soon As Possible

Salary: \$17.60 per hour

Schedule:

- 7 hours per day (35 hours per week)
- Typically Monday to Friday (9am – 4:30pm) – Some Weekends and evenings might be required)
- **Work Location: 772 Warden Ave, Scarborough**



**Application Instructions:**

We are excited to connect with you about the opportunity to join our team!

Please email your cover letter and resume to [hr@feedscarborough.ca](mailto:hr@feedscarborough.ca).

In the subject line, kindly indicate the position you are applying for and your preferred cohort:

- Cohort 1: May – June
- Cohort 2: July – August

*Example subject line:*

Application – [Position Title] – Cohort 1 (May–June)