



Administration Support

ORGANIZATION OVERVIEW

Scarborough Food Security Initiative (Feed Scarborough) is a community driven and led charity in South Scarborough focused on Food Insecurity and Poverty in the region. Born out of the 2020 pandemic, Feed Scarborough has three levels of approach to Food Insecurity. The “Urgent Need approach” (We run 5 Food Banks and Mobile Soup Kitchens), The “Long Term Sustainable” approach (We run business incubation programme for our clients, Culinary and Hospitality training programme for Youth, Community Gardens and training on growing sustainable food), The “Systemic” approach (We realize that we can never solve the food insecurity problem without significant policy change. Food is a Human Right in Canada, and we need our governments to uphold the commitment that Canada made over 50 years ago. Currently we serve over 8500 Community Members every week through our programmes.

ROLE OVERVIEW

We are looking for a part-time Administrative Assistant to work 20 hours per week, providing critical support in bookkeeping, telephone management, general mailbox oversight, meeting minute-taking, and staff workflow coordination. This role is ideal for a proactive individual with strong organizational skills and a passion for community service.

KEY RESPONSIBILITIES

- Bookkeeping: Maintain accurate financial records, process invoices, track expenses, and assist with budget preparation using accounting software (e.g., QuickBooks).
- Telephone Management: Handle incoming calls, respond to inquiries, and direct calls to appropriate staff members with professionalism and courtesy.
- General Mailbox: Monitor and manage the organization’s email inbox, responding to routine inquiries and forwarding messages as needed.
- Meeting Minutes: Attend team meetings, take detailed and accurate minutes, and distribute them to relevant stakeholders in a timely manner.
- Staff Workflow Management: Support staff scheduling, coordinate tasks, and ensure smooth communication across teams to optimize workflow efficiency. Follow up and ensure that all tasks assigned to staff is completed in allocated time.
- Perform other administrative tasks as needed to support Feed Scarborough’s operations.

Key Success Factors:

- High school diploma or equivalent; post-secondary education in administration, bookkeeping, or a related field is an asset.
- 2 years of experience in an administrative role, preferably with bookkeeping responsibilities.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook), Google Suite, Canva and familiarity with bookkeeping software (e.g., QuickBooks).
- Excellent verbal and written communication skills for phone and email correspondence.
- Strong organizational and time-management skills with the ability to prioritize tasks.
- Detail-oriented with a high degree of accuracy in record-keeping and minute-taking.
- Ability to work independently and collaboratively in a fast-paced, community-focused environment.
- Passion for Feed Scarborough’s mission to combat food insecurity.



We are excited to talk to you about the opportunity to join our team! Please Email your cover letter & resume to : hr@feedscarborough.ca

Application Deadline: As soon as possible

Job Types: Part Time (20 hours per week), In person

Salary: \$25,000 per year + 4% vacation pay

Schedule:

- Typically Monday to Friday (Might be some exception for weekends and late evenings)
- Flexible Scheduling (to be coordinated with the supervisor)

Requirements:

- Fluent English communication - oral and written
- Canadian Citizen or Permanent Resident or Canadian Refugee Status or Open work permit
- Team player
- Innovative and basic knowledge of working AI tools
- Basic knowledge of social media platforms (FB, IG, LinkedIn, Tiktok)
- Fair knowledge of food insecurity