



Administrative Assistant

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 4 Food Banks, Mobile Soup Kitchens and Covid Vaccine awareness Programmes), 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 1000 Families every week through our programmes.

ROLE OVERVIEW

The Administrative Assistant will support the office administration of Scarborough Food Security Initiative.

Position Responsibilities:

- Provides administrative support to ensure efficient operation of the organization.
- Data entry.
- Answers phone calls, schedules meetings and supports visitors.
- Carries out administrative duties such as filing, typing, copying, binding, scanning, accounting etc.
- Carries out accounting data entry roles as trained by the supervisor.
- Completes operational requirements by scheduling and assigning administrative projects and expediting work results.
- Supports organization's social media and communications.
- Supports Promotion and Marketing initiatives for the organization.
- Maintain mailing list
- Creates monthly newsletter and mail to our donors and clients.
- Exhibits polite and professional communication via phone, e-mail, and in-person.
- Supports team by performing tasks related to organization and strong communication.
- Provides information by answering questions and requests.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- Contributes to team effort by accomplishing related results as needed.
- Any other jobs as assigned 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.***

We are excited to talk to you about the opportunity to join our team! Please Email your cover letter, resume to: hr@feedscarborough.ca - Please identify the position that you are applying for, in the subject line.

Application Deadline: As Soon As Possible

Job Types: 9 weeks, starting As Soon As Possible

Salary: \$15 per hour

Schedule:

- 7 per day (35 hours per week)
- Typically Monday to Friday (9am – 4:30pm) – Some Weekends and evenings might be required)
- **Work Location: 3595 St Clair Ave East (Danforth Rd & St Clair Ave)**