

## JOB POSTING



### **Development Assistant, Community Partnerships and Events** **[Canada Summer Job Program]**

Daily Bread Food Bank works towards long-term solutions to end hunger and poverty and runs innovative programs to support individuals living on low incomes and experiencing food insecurity. Daily Bread distributes fresh and shelf-stable food, and fresh-cooked meals to 126 member agencies and 189 food programs across Toronto. Daily Bread also publishes the influential Who's Hungry report - an annual survey measuring trends in food insecurity and poverty in Toronto to educate the public and spark policy change.

**Job Title:** Development Assistant, Community Partnerships and Events

**Reporting to:** Senior Manager, Community Partnerships and Events

**Location:** 191 New Toronto Street, Toronto, ON M8V 2E7

**Term of Contract:** **8 weeks, 35 hours per week, start date flexible but ideally in June.**  
(18.75 per hour)

#### **To be eligible, participants must:**

- Be between 15 and 30 years of age at the start of employment.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment; and,
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

#### **Job Role**

Supporting Daily Bread Food Bank's Community Partnerships and Events team with prospect research, responding to public inquiries, assisting with planning for fall/winter activities, and various administrative tasks.

#### **Responsibilities**

- Monitors Community email inbox, responding to inquiries with excellent customer service, and triaging as necessary.
- Prepares acknowledgment letters for fundraisers and food drive organizers.
- Supports Community team with prospect research and outreach for fall and winter fundraising/food drive activities.
- Provides support to Development Officer, Community Partnerships and Events with planning for 2023 Best in Class Awards
- Assists with clean-up and inventory of the Community team's digital and physical materials.
- Provides other support as needed to Community Partnerships and Events team, and Development team overall.

## Education/Experience

- Bachelor's degree, or equivalent, is preferred.
- Experience in fundraising, event management, marketing, or prospect research is an asset.
- Proficiency in MS Office (intermediate level), social media content and experience with relational database such as Raiser's Edge.

## Key Competencies

- Exceptional communication skills (verbal and written)
  - Strong qualitative and quantitative analytical and donor research skills
  - Strong collaboration skills and demonstrated ability to effectively relate to a diverse audience while remaining tactful and discreet when handling donor information
  - Detail-oriented and demonstrated ability to quickly and concisely synthesize large amounts of information
  - Proficient problem-solving skills, prioritizing and managing conflicting needs and deadlines.
  - In-depth web-based knowledge and the ability to take initiative and work independently.
  - Ability to respond quickly and effectively to challenging situations.
  - Demonstrated ability to work effectively with high-level volunteers and other Daily Bread staff.
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## How to Apply

To be considered, please submit a resume and cover letter for the role to Human Resources – [hr@dailybread.ca](mailto:hr@dailybread.ca) by **Sunday, June 4th, 2023**. Please note that applications will be reviewed on an ongoing basis.

*Daily Bread Food Bank is an equal opportunity employer and encourages applications from members of designated groups. Persons with disabilities who need accommodation in the application process, or those needing job postings in another format, please e-mail a request to Human Resources.*

*To support Daily Bread's mandatory COVID-19 vaccination policy, candidates/employees being considered for employment are required to provide proof of vaccination as a condition of employment prior to their start date unless they have been provided with accommodation in accordance with the Human Rights Code.*

Daily Bread Food Bank thanks all individuals who apply for this position and will only contact candidates who are selected for an interview.