



Christmas Registry Support Worker

Temporary Full-Time (37.5 hours per week)

October 5, 2020 until December 24, 2020

Who are we?

Our mission is to increase food security through food distribution, education, and collaboration. To achieve this, we distribute over 2 million kilograms of donated food each year to our member network of 141 food banks and meal programs across the province. Our role also extends beyond food. We support our members as they build capacity to serve their communities, and we help raise awareness of the challenges hunger and poverty create each day for thousands of Nova Scotians. Working at Feed Nova Scotia is an opportunity to give back to your community and make a difference in people's lives. If you are a positive, dedicated, team-oriented person then we want to hear from you!

What is a Christmas Registry Support Worker?

The Feed Nova Scotia team administers a central food and gift support registry, matching residents of the Halifax Regional Municipality who need support during the Christmas holiday season, with community groups who are enthusiastic about providing that support. The Christmas Registry Support Worker plays a key role to ensure requests for food or gift support are processed effectively. In this role, you will enter hundreds of requests for support into our database. These requests are then matched with hundreds of caring community organizations and businesses, thus ensuring that these applicants receive Christmas support.

What does a Christmas Registry Support Worker do?

Christmas Registry Support Workers use technology to organize and enter data about client Christmas needs through the Link2Feed and AirTable databases, on a computer. Support workers may be asked to complete various other tasks including, calling applicants to verify or clarify information on applications, and generating statistical information.

They also:

- Enter electronic information from the Airtable database into Link2Feed database (e.g. personal client information, Christmas assistance required by each household)
- Enter mailed in paper applications into the Link2Feed database.
- Assist in quality control of data, to ensure accurate entry and reporting
- Use reporting functions of the Link2Feed database to generate and record results
- Other tasks that may involve administration, investigation and/or problem solving
- Recognize and respect the importance of privacy and confidentiality for our clients

What are we looking for?

- Post-secondary training in Social Work / Psychology or a related field (or equivalent combination of training and experience) is required
- Strong time management skills
- Excellent attention to detail and problem-solving skills
- Proficiency with computers, the internet and typing
- Clear understanding of Feed Nova Scotia's confidentiality policy
- Consistently respectful of clients' privacy, when handling personal information
- Good interpersonal skills with the ability to effectively communicate (verbally and in writing) in English
- Familiarity and experience with Microsoft Excel is an asset
- Ability to read cursive/handwriting is an asset
- Strong knowledge of databases and ability to do data entry
- Ability to cope with ambiguity and uncertainty
- Demonstrated ability to work effectively in a team focused environment
- Flexible; able to adapt to varied work requirements

If you are looking for an outstanding opportunity to make an impact in your community, please submit a cover letter and resume that clearly indicate how you meet the requirements of this position, in a PDF document to: apotts@feednovascotia.ca by 10:00 pm on Sunday, September 27. Please include Christmas Registry Worker in the subject line.

Feed Nova Scotia welcomes all qualified candidates to apply. If you require any accommodations to submit your application successfully, please contact us by e-mail at apotts@feednovascotia.ca or by phone at 902-417-1685.

We thank you for your interest in employment with Feed Nova Scotia, however, only those candidates selected for an interview will be contacted. Employment offer is conditional upon receipt of a satisfactory criminal record check.