



Events Assistant

Temporary, Full-Time, Summer Student Contract Position
Up to 40 hours per week / June 27 – September 2

Who are we?

Feed Nova Scotia is a charitable organization whose mission is to increase food security through food distribution, education, and collaboration. In terms of food distribution, we collect and distribute more than two million kilograms of food annually to 140 member agencies across the province, including food banks, meal programs, shelters, drop-in centres and other organizations. This equates to about \$1 million worth of food each month. We also support our member agencies as they build capacity to serve their communities, we raise awareness of the realities of food insecurity in our province, and we advocate for social change to address food insecurity at its core.

Knowing change starts from within, we have committed to a continuous learning journey to centre diversity, equity, and inclusion in our work.

What is an Events Assistant?

As a member of the Development and Communications team, the Events Assistant is responsible for helping generate food and funds for the organization by supporting third-party events, such as workplace and community food drives, online fundraisers, festivals, parades, and more. The frequency of these community-led initiatives increases during the summer months, and the Events Assistant plays a direct role in making sure opportunities are maximized and third-party organizers feel supported and appreciated.

What does an Events Assistant do?

- Reaches out to past third-party event organizers to renew their support
- Responds to inquiries from businesses and individuals looking to support our work through new food drives and fundraising activities
- Registers third party events, and arranges drop off and pick up of requested materials
- Prepares and submits to Feed Nova Scotia's volunteer services team timely and detailed requests outlining volunteer requirements for upcoming third-party events
- Provides onsite support for third-party events, as needed, including frequent evenings and weekends (schedule will be adjusted to accommodate evening and weekend hours)
- Provides volunteers with an engaging and impactful experience

What are we looking for?

- Strong attention to detail
- Ability to manage multiple projects and event logistics at one time
- Excellent customer service and relationship management skills (phone, email and in person)
- Positive, outgoing personality
- Passion for helping others
- Proficient in Microsoft Excel, Outlook and Word
- Valid driver's license and drivers abstract showing clean record for at least five years
 - This is for safety and insurance purposes as the successful candidate is required to drive the Feed Nova Scotia events van from time to time (passenger van)
- Access to personal vehicle is an asset, but not a requirement
- Centres equity, diversity, and inclusion in their work

Compensation - The compensation for this position is \$19.17/hr plus 4% in lieu of earned vacation, paid out on a biweekly basis.

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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 one PDF document to: recruitment@feednovascotia.ca by 11:59pm on Friday, May 13, 2022. Please include 'Summer Student – Events Assistant' in the subject line to help us action your application more efficiently.

For us to create meaningful, sustainable change, equity, diversity, and inclusion must be centred in every aspect of our work. As a provincial organization with influence and credibility, we recognize the responsibility we have to hold ourselves accountable to this. We know our efforts will effect more change if our employees, their identities, and their lived experiences are reflective of the communities we work with and live in.

Through ongoing work that empowers everyone to bring their full, authentic selves to Feed Nova Scotia every day, we want to build a culture where difference is valued. We know where we want to be, but we'll be honest—we aren't there yet, and we won't get there overnight. But we're committed to doing the work, and we hope you'll join us on our journey and share your strengths as a member of our team.

If you require any accommodations to submit your application successfully, please contact our recruitment team via email at recruitment@feednovascotia.ca or by phone at 902-457-1900. Thank you for your interest in working with us at Feed Nova Scotia!