



Events Assistant

Full-Time, Contract Position – 37.5 hours per week

Term: October 31, 2022-December 23, 2022

Who are we?

Food is not the solution to food insecurity, but people need support today. Knowing this, we collect and distribute more than three million kilograms of food annually to 140 member food banks, meal programs, and shelters across the province. This equates to over \$1 million worth of food each month. We also support our member agencies as they build capacity to serve their communities. While we help Nova Scotians meet a very basic need, we're raising awareness of the root causes of food insecurity - things like systemic racism, low wages, inadequate income support, and unaffordable housing. And we're advocating for sustainable, policy-based solutions that will allow everyone to live a life of dignity and leave no one relying on charitable band-aids to address human rights.

What is an Events Assistant?

Feed Nova Scotia is fortunate to be the charity of choice for many businesses, groups, and individuals. They care about their neighbours who struggle with food insecurity, they trust us to make a positive impact in the community, and they see value in aligning with the Feed Nova Scotia brand by organizing community fundraisers and food drives. Community fundraisers and food drives raise more than \$1.2 million annually and play a huge role in terms of awareness and community engagement. The significance of all of this is not lost on us.

The frequency of these community-led initiatives increases significantly from October to December. Examples include workplace and school fundraisers and food drives, online peer-to-peer fundraising campaigns, cause marketing campaigns, parades and festivals, retail campaigns where customers are invited to donate at the register, and more. The Events Assistant plays a direct role in making sure opportunities are maximized and that event organizers and donors feel supported and appreciated. They also support other administrative functions that experience heightened activity at this time of year, including reception coverage.

What does an Events Assistant do?

- Share in the responsibility of receiving and responding to inquiries from groups and individuals interested in organizing food drives and fundraising activities. This includes providing details about Feed Nova Scotia and the impact of their support; sharing ideas for how they can best structure their food drive or fundraiser to achieve the best results; clarifying information around tax receipting guidelines; and how to properly register their food drive or fundraiser
- Connect with past community event organizers to renew their support
- Provide onsite support at community events and food drives. This includes setting up and tearing down materials, supervising and supporting volunteers, and collecting and transporting monetary donations (schedule will be adjusted to accommodate evening and weekend hours)
- Support our gift wrap fundraising booth at two local malls. This includes meeting the first shift of volunteers on select dates and providing back-up coverage, as needed

- Drop off and pick up event supplies and donations
- Support the team with impromptu visits to retail stores to express thanks and share with staff information about the impact of their support through food drives and fundraising campaigns during the holiday season
- Help prepare and submit to Feed Nova Scotia's volunteer services team timely and detailed requests outlining volunteer requirements for upcoming third-party events
- Provide back-up coverage at the reception desk, responding to phone inquiries, redirecting calls to teammates, taking donations by phone, and greeting visitors
- Assist with counting donations and preparing deposits

What are we looking for?

- Strong attention to detail
- Ability to manage multiple projects and event logistics at one time
- Excellent communication and customer service skills (phone, email and in person)
- Positive, outgoing personality
- Passion for helping others
- Proficient in Microsoft Excel, Outlook and Word
- High level of integrity, discretion, and respect for privacy and confidentiality standards
- Centres equity, diversity, and inclusion in their work
- **Please note:** this position will occasionally need to transport event supplies to and from offsite events. Therefore, the successful candidate will require one or both of the following:
 - Access to a personal vehicle
 - Ability to be added to Feed Nova Scotia's vehicle insurance policy (this requires a valid driver's license and a recent drivers abstract showing clean record for at least five (5) years)

Compensation

The rate of pay for this position is \$20.35/hr, plus 4% (in lieu of earned vacation), paid out on a biweekly basis.

Application Instructions

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 Sunday, October 9, 2022. Due to high volumes of recruitment, please include Events Assistant in the subject line to help us action your application more efficiently.

Summary

There is no such thing as the perfect candidate. If you don't meet all the requirements, we encourage you to apply and share your story with us; what do you bring to the table that others may not? We aren't looking to hire someone who 'checks all the boxes'. We want someone who is passionate about our mission, who has the potential to do great work with the right tools and

resources, and who is willing and ready to learn alongside our team as we work towards making positive, sustainable change in our community.

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!