



## **Special Projects Assistant**

Temporary, Full-Time, Summer Student Contract Position

14 weeks, 37.5hrs/week

*Tentative start date – Mid May*

### **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 a Special Projects Assistant?**

The Network Programs and Services team strengthens our provincial network through capacity-building, support, and collaborative program delivery. It manages all programs and services, for core and affiliate members, besides day-to-day food distribution including events, data collection, and funding programs. Working closely with the Warehouse and Logistics team, and with member organizations this department helps ensure that our collective response to food insecurity is coordinated, equitable, and grounded in community need.

The Special Projects Assistant will be a supportive addition to the Network Programs and Services Team and will have opportunity to contribute to a variety of projects and collaborate across departments in their work. This will include administrative support, program facilitation, event coordination and planning, some research & analytics, member communication & engagement, as well as being an active, engaged, and present advocate in the community on behalf of Feed Nova Scotia.

### **What does a Special Projects Assistant do?**

- With support and through collaboration, the Special Projects Assistant will play a key role in the successful implementation of the After the Bell program, which provides healthy food kits to member organizations to support children while they are out of school.
- Working closely with the rest of the Network Programs and Services team and an inter-departmental planning committee, the Special Projects Assistant will have key responsibilities in preparing for Feed Nova Scotia's annual Day of Sharing event. This event brings together staff and volunteers from member agencies to share about their work and to participate in workshops and learning events. The Special Projects Assistant will be lead on putting together the "Sharing Café" which showcases innovative member projects and

initiatives. They will also contribute to planning efforts with administrative support and other tasks as needed.

- Will collect and compile information about food banks and food support programs that are both within and outside the Feed Nova Scotia membership helping us gain insight into service gaps and challenges throughout the province.
- Will work through digital and paper documents to create a reference document and file directory summarizing and cataloging retired programs and initiatives, as well as a “history of the network”.
- Will compile and record information about member participation and engagement to support our Engagement Tracking and analytics.
- Other work that the Special Projects Assistant will be supporting could include, but is also not limited to:
  - Developing and compiling content and messaging for a weekly newsletter for member agencies
  - Participate in cross-department planning of events, such as Feed Nova Scotia’s participation in Pride Parade.
  - Attend meetings and site-visits with the Network Programs and Services team and member agencies

### **What are we looking for?**

- Exemplary communication skills, written and verbal
- Experience with event planning and logistics
- Experience with using Excel formulas for basic calculations and analysis
- Analytical thinking and research skills
- Proficiency in MS Office required with database experience preferred
- Previous administrative experience considered an asset
- Previous knowledge and understanding of Non-Profit industry, and/or an NGO/social service setting an asset
- Understanding of the importance of privacy and confidentiality of personal information
- Centres equity, diversity, and inclusion in their work; inclusive and welcoming in nature
- Able to work effectively on independent projects and contribute to collaborative and team efforts
- Strong learning agility
- Dependable and honest
- High degree of self-awareness and emotional intelligence

**To be eligible for this position, applicants must be commencing or returning to post-secondary studies in September 2025.**

## Compensation

Compensation for this position is \$21.53 /hr plus 4% in lieu of earned vacation, paid out on a biweekly basis.

## Application Instructions

For your application to be considered, please ensure that it includes the following:

- Cover letter introducing yourself, indicating how you meet the requirements of this position
- Resume focusing on your interest in the role, highlighting relevant skills and experience

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](mailto:recruitment@feednovascotia.ca) by 11:59pm on April 20, 2025.

Please include “**Summer Position – Special Projects Assistant**” in the subject line to help us action your application more efficiently.

**At Feed Nova Scotia, we prioritize cultivating a diverse and inclusive workforce, understanding its critical role in driving innovation and fostering a sense of belonging. Our commitment extends to creating a work environment that authentically represents the communities we serve.**

**We welcome applications from all interested individuals, placing a particular emphasis and priority for candidates from historically excluded groups. We actively encourage submissions from those identifying as African Nova Scotian, Mi’kmaq, Black, racialized, Indigenous/First Nation, a person with disability, 2SLGBTQIA+, and newcomers to Canada. We invite you to share this information in your cover letter or resume, and we invite you to express your pronouns.**

If you require any accommodations to submit your application successfully, please contact us via e-mail at [recruitment@feednovascotia.ca](mailto:recruitment@feednovascotia.ca) or by phone at 902-457-1900. Thank you for your interest in working with us at Feed Nova Scotia!