



Special Projects Assistant

Temporary, Full-Time, Summer Student Contract Position

14 weeks, 37.5hrs/week

Tentative start date – Early to 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 Community Connections team cultivates and manages the relationships between Feed Nova Scotia and its 140 partner agencies across the province. This team coordinates a variety of programs and events that provide support to agencies and facilitate engagement within the network. The Special Projects Assistant will be a key addition to the Community Connections Team during a time of year when many of these programs are implemented and the events are planned.

The Special Projects Assistant works collaboratively with the Community Connections team to provide support to these special projects and deliverables. 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 programs such as After the Bell and Back to School Backpacks. These programs provide specific items to member organizations to support children while they are out of, and returning to, school.
- Working closely with the rest of the Community Connections 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.

- Other work that the Special Projects Assistant will be supporting could include, but is not limited to:
 - Creating templates and resources to support member capacity development, training, and compliance with Food Banks Canada’s Standards of Excellence
 - Developing and compiling content and messaging for a bi-weekly newsletter sent to member agencies
 - Supporting the development of special research projects and reports
 - Attend meetings and site-visits with the Community Connections team and member organizations

What are we looking for?

- Exemplary communication skills, written and verbal
- Experience with community engagement and facilitation
- Experience with event planning and logistics
- Experience with using Excel formulas for basic calculations and analysis
- 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
- **Please note: *applicants must be commencing or returning to post-secondary studies in September 2024 to be eligible for this position***

Compensation

Compensation for this position is \$20.76/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 by 11:59pm on April 10, 2024.

Please include Summer Student – Special Projects 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 us via e-mail at recruitment@feednovascotia.ca or by phone at 902-457-1900. Thank you for your interest in working with us at Feed Nova Scotia!