



Team Administrative Assistant – People and Culture

Temporary, Full-Time, Summer Student Contract Position

37.5hr/wk, 14 week term

Tentative start date – May 20, 2024

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 Team Administrative Assistant?

An organization's greatest asset is its people, and this role is an important part of the team tasked with creating positive and engaging experiences within the organization for staff and volunteers. The Team Administrative Assistant will support all aspects of the People and Culture team, with a term focus on supporting the redesign of inclusive and equitable organizational policies, supporting the full recruitment cycle within the organization, and providing coverage to the reception area as required.

The successful candidate will need to have a true passion for people, with a focused and determined attitude. It is critical that this individual be willing and able to acknowledge and celebrate the unique differences of others and conduct their work through this inclusive lens.

What does a Team Administrative Assistant do?

- Seeks out current data and research to inform internal policy changes, based on latest legislation and industry best practices
- Research other industry and organizational policies to guide and inform the redevelopment of Feed Nova Scotia policies
- Draft revised policies and associated communications, following structured program plan
- Contribute to design and development of Feed Nova Scotia's EDI learning space content
- Support maintenance of volunteer database to ensure accurate records of volunteer hours and volunteer demographic information
- Ongoing organizational communication, both directly and via emails and phone calls

- Provides reception support, including (but not limited to) welcoming visitors, triaging phone calls, accepting food and fund donations, and supporting the promotion of Feed Nova Scotia programs and events
- Completes everyday tasks associated with volunteer experience
- Provides general administrative support to other departments
- Other duties as assigned

What are we looking for?

- Post-secondary diploma or degree (in progress), in a related field preferred
- Focused, self-directed individual who likes to take initiative and explore possibilities
- Professional and reliable
- Aptitude for technology and systems
- Exceptional communication skills, both written and verbal
- Strong organization skills and attention to detail
- Previous experience in, or exposure to policy research and development preferred
- Proficiency in MS Office with expertise in Microsoft Word, Outlook and Excel required
- Able to effectively work independently, while collaborating with others
- Understanding of the importance of data privacy and confidentiality
- High degree of sociability; positive, outgoing personality
- Previous administrative experience, paid or unpaid, considered an asset
- Centres equity, diversity, and inclusion in their work; inclusive and welcoming in nature

Compensation

The 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, that clearly indicates how you meet the requirements of this position
- Resume focusing on your interest in and alignment with 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 Friday, April 5, 2024. **Please include 'Summer Student – Team Administrative 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, 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!