

Development & Communications Assistant
June 12 – September 1

Feed Nova Scotia's success is dependent on our ability to engage volunteers and donors in a positive and enthusiastic manner. To a great degree, this is influenced by our ability to attract exceptional employees who are committed to the culture and mandate of the organization. At all times – whether at special events, in our warehouses, while making deliveries, or during public presentations – staff members are expected to act as positive ambassadors for Feed Nova Scotia. This means presenting oneself professionally, speaking positively about the organization, and taking the opportunity when possible to educate friends and neighbours about the mission and work of Feed Nova Scotia. Staff members are also expected to embrace the volunteer culture of the organization. This means demonstrating respect for our volunteers and, on occasion, volunteering outside normal working hours.

Feed Nova Scotia believes strongly in food and workplace safety. At all times, staff members are expected to comply with established safety policies and procedures, and demonstrate a personal commitment to ensuring their own personal safety, as well as the safety of others and the food entrusted to us.

Reports To:

Director of Development & Communications

Position Summary:

The Development & Communications Assistant provides event, communications and administrative support to the Development & Communications team. This position is responsible to register and support third party events (including onsite set up and supervision of volunteers). They will also assist with planning and implementing various communications and promotional strategies. The Development & Communications Assistant deals with confidential donor information and interacts with internal and external stakeholders.

Responsibilities:

- ◆ Register third party events, and liaise with event coordinators by email and phone
- ◆ Arrange for drop off and pick up of requested materials at event sites
- ◆ Provide onsite support for select third party events, e.g. supervise volunteers, drop off and/or pick up supplies and money (requires flexible working hours, including evenings and weekends; driver's license and clean driver abstract an asset)
- ◆ Assist in maintaining an up-to-date listing of all external food and fund raising events
- ◆ Help provide volunteers with an engaging and impactful experience
- ◆ Write donor correspondence and promotional messaging
- ◆ Prepare and distribute key messages to target audiences
- ◆ Promote vacation raffle ticket sales, and coordinate mailing of tickets
- ◆ Coordinate float build for possible parade entries
- ◆ Develop communication support materials
- ◆ Assist with special research and writing projects
- ◆ Assist in developing a communication plan for Hunger Awareness Week

Eligibility:

In keeping with the Canada Summer Jobs funding program, to be eligible, applicants must:

- ◆ be between 15 and 30 years of age at the start of the employment;
- ◆ have been registered as a full time student in the previous academic year and intend to return to school on a full time basis in the next academic year;
- ◆ be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and
- ◆ be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Apply to humanresources@feednovascotia.ca