



## Outreach & Admin Assistant Job Posting

### About Us

The Nourish and Develop Foundation (TNDF) is a non-profit organization located out of Cannington, Ontario. We connect people to nourishing food and supportive resources, empowering the community to come together to develop lasting change.

If you're seeking fulfilling employment within a dynamic and supportive team and are passionate about addressing food (in)security, we're eager to connect with you!

### Position Summary

The Outreach & Admin Assistant will work closely with, and under the supervision of the Senior Coordinator, Communications and the Fundraising & Advocacy Coordinator to support with creating meaningful connections with the community both virtually and in person. The Outreach and Admin Assistant will play a pivotal role in increasing awareness about our organization and its valuable services by serving as a link between the organization and the community.

### Position Start

June 10<sup>th</sup>, 2024

### Compensation

\$20/hour

### Perks

- Flexible hours
- Lieu time
- Casual dress
- Free food every week through our Mobile Food Market and Community Kitchen
- Professional development and team building opportunities
- A positive and nurturing organizational culture

### Hours and Location

This is a part time, contract position (30 hrs/week; 9 weeks). Standard office hours are Monday – Friday from 9:00AM – 4:00PM, however evening and/or weekend shifts may be required for this role, with advance notice given. There is no remote work or hybrid work option available for this position.

This position is based in Cannington ON.



## Essential Duties Include (but are not limited to):

### *Community Engagement*

- Collaborate with the Communications team to maintain and update social media accounts on platforms such as Facebook, Instagram, LinkedIn, YouTube, and TikTok.
- Alongside the Communications team, establish and monitor performance metrics to understand successes and challenges of digital outreach efforts.
- Create engaging written and visual content, including captions, photos, short videos, films, graphics, and more.
- Support with the creation and distribution of newsletters.
- Develop strategies to reach community members with limited online access, ensuring inclusivity and low-barrier access to program information.
- Collaborate with the Communications team on advocacy initiatives related to food security, mental health, affordable housing, poverty alleviation, and other relevant topics.
- Attend community events, informing folks of the work services available through TNDF.
- Provide general support to the Communications team, as needed.

### *General Duties*

- Provide general support for the TNDF team, as needed.
- Actively participate in staff meetings, team trainings, and TNDF community events (i.e., Night Market, fundraisers, etc.).
- Offer support to and communicate often with other staff members.
- Perform other related errands and duties as required.

### **Qualifications & Experience**

- Must be between 15 and 30 years of age (a requirement of the Government of Canada Summer Jobs grant).
- Experience in social media management or community outreach is an asset.
- Exceptional interpersonal, communication, and conflict-resolution skills.
- Strong problem-solving and time management skills.
- Ability to work independently and as part of a team.
- Proficient knowledge of MS Office Suite (Outlook, Word, Excel, PowerPoint).
- Working knowledge of Wordpress, Adobe Suite, and Canva is an asset.
- An ability to do heavy lifting (up to 50 lbs) and withstand repetitive movements.
- A familiarity with Brock Township, Durham Region, and/or rural communities is an asset.
- Please note that the successful applicant will be required to obtain a Vulnerable Sector Check. TNDF will cover the cost of this.



### **Equal Opportunity**

The Nourish and Develop Foundation is proud to be an Equal Employment Opportunity employer. We celebrate diversity and do not discriminate based on race, religion, sex, sexual orientation, age, disability status, or any other applicable characteristics as mentioned in the Employment Equity Act.

### **Applying**

To apply please [click here](#) or drop off your application in person at 16 York St, Cannington before Friday May 17<sup>th</sup> at 4PM.

While all applications are appreciated, only those who are selected for an interview will be contacted.