



JOB POSTING

Title: Administrative Support Officer – Communications & Philanthropy
Department - Summer Jobs Program
Type: Temporary (up to 8 weeks), Full-time (35 hours per week)
Location: Remote (see below)
Hourly rate: \$15.00

Canadian Feed the Children's vision is a world in which children thrive, free of poverty. For 35 years, CFTC has been working with local partners in Uganda, Ethiopia, Ghana, Bolivia, and with 31 Indigenous communities in Canada, to deliver programs that have positive, meaningful, and sustained impact on the health, education and well-being of children and the self-sufficiency of their families and communities. If you share our passion for bettering children's lives, and you thrive in a collaborative, values-based culture please consider applying for this role.

Our head office is in North York however, we offer hybrid working arrangement.

About this Opportunity

Canadian Feed the Children ("CFTC") has a Canada Summer Jobs opening in **July 2022** (for 8 weeks) for a tech savvy, collaborative and organized applicant. As an Administrative Support Officer you will provide support to the Communication and Philanthropy department.

This position is made possible largely due to the Canada Summer Jobs (CSJ) grant, an initiative of the Summer Work Experience program. One of the priorities of the program is to support employers who intend to hire youth in underrepresented groups. Preference for this position will be given to an applicant who self-identifies as being part of an underrepresented group:

- Indigenous youth
- Visible minorities/ racialized youth
- Newcomer/refugee youth

To be eligible, a participant must:

- Be between 15 and 30 years of age at the start of employment;
- Be a Canadian Citizen, permanent resident or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act *and*;
- Be legally entitled to work according to the relevant provincial / territorial legislation and regulations.

Responsibilities:

1. Provide Administrative support to the Philanthropy and Communications department at CFTC.
2. Data entry for monthly donor surveys received via mail and online including facilitating a 2022 report on donor survey responses.
3. Draft and copyedit thought leadership content including, but not limited to blogs, social media

posts, press releases, media pitches, and reports.

4. Support the set up of Meltwater media monitoring and social listening platform and reporting.
5. Help facilitate the integration of a 12-month communication plan and 2021 Impact report.
6. Research food security trends in Canada, Bolivia, Ethiopia, Ghana and Uganda.
7. Provide progress via Teams meetings to communicate status updates and work progress.
8. May perform other duties as necessary or assigned.

Qualifications:

- Experience with Meltwater an asset.
- Strong communication and interpersonal skills with a strong ability to work independently and effectively.
- Ability to exercise discretion and good judgement with confidential information.
- Strong attention to detail with a high degree of accuracy.
- Strong technical skills with MS Office suite including Excel, Word, and PowerPoint.
- Competence with online video conferencing and chat platforms.
- An approach that is flexible, adaptive, creative and always looking for improvements.
- Good oral and written communication skills in English.
- Must be able to work effectively from home, with access to internet and phone.
- A desire to achieve our mission while demonstrating CFTC's values.

How to apply:

Please quote the position title in the subject line.

Please submit your resume and cover letter by **June 30th, 2022** to **jobs@canadianfeedthechildren.ca**

We thank all applicants for their interest however only those under consideration will be contacted.

Canadian Feed The Children (“CFTC”) is an equal opportunity employer. We encourage and welcome applications from qualified applicants reflective of the diverse population we serve including members of visible minorities, Indigenous Peoples, persons with disabilities, and persons of any sexual orientation or gender identity. Accommodations are available on request to the People and Culture department throughout the recruitment and employment process.