

Employment Opportunity

The Food Bank of Waterloo Region is part of a Food Assistance Network made up of over 100 emergency food programs. Our role is to acquire food and distribute it to agency programs in Waterloo Region for the people who need help. Last year The Food Bank acquired more than 5 million pounds of fresh, frozen and non-perishable food that was distributed to more than 30,000 people through agency food programs such as food hampers, community meals, and shelter programs. We work with our community, corporate partners, the Ontario Association of Food Banks (OAFB) and Food Banks Canada to manage food industry trends and acquire the needed food so our member agencies can continue their essential work.

As our community grows, so does the need for food assistance resulting in new programs and changing organizational priorities to diversify our operations to meet these needs. As a result, The Food Bank of Waterloo Region requires the support of staff and volunteers with specific skill sets and expertise to help us achieve our goals.

We have an immediate opening for the following position:

Executive Assistant

Purpose

The Executive Assistant will provide a wide range of executive level administrative support ranging from coordination of information flow, ensuring accurate and timely delivery of administrative services and ensures a professional, responsive and effective experience with the organization as a whole.

Responsibilities

- Completes a broad variety of administrative tasks for the Executive Director including managing a calendar of appointments, completing expense reports and assist with travel arrangements.
- Maintains physical and electronic office filing systems for the Executive Director.
- Prepare documentation, correspondence and reports and gather background materials.
- Prepare meeting packages for monthly board meetings and set up phone and/or video conferencing if required.
- Back-up to Administrative Assistant including handling incoming calls, emergency food referrals, walk in inquiries – processing donations of food and funds.
- Attend weekly and bi-weekly staff meetings.
- Assist with the coordination of IT requirements, maintenance and troubleshooting including the telephone system and act as a liaison with outsourced IT consultant.
- Assist the Administration & Finance manager with donation processing including bank deposits and act as a back-up during absence.
- Provide support to leadership team as required to support achievement of work plan goals.
- Provide direction and support to administrative volunteers.
- Support other projects, events and administrative duties as required.

Key Attributes

- Ability to multi-task, be flexible and move from one priority to another while maintaining a high level of accuracy and strict attention to detail.
- Outgoing and personable
- Self-starter
- Strong communication (verbal/written) and interpersonal skills
- Ability to work with a wide variety of people
- Professional presentation
- Aptitude with systems and technology
- Attentive and authentic customer service skills
- Excellent organization, initiative, planning and administrative skills
- Sound judgement and problem-solving skills
- Financial acumen
- Maintains confidentiality and uses a high degree of discretion

Education, Experience and other Qualifications

- Certificate or diploma in office or business administration
- Post-secondary education or equivalent work experience
- Minimum of 5 years of experience in a similar role
- Customer Service Experience
- High level of computer skills, including proficiency in Microsoft Office Suite
- Experience working with financial software is an asset
- Experience working with volunteers is an asset
- Experience working in a community based organization
- Driver's License and access to a car

Time Requirements

The Food Bank's regular office hours are Monday – Friday 8:30am – 4:30pm.

It is expected that all team members will be prepared to work flexible and sometimes irregular hours to ensure that the objectives of the organization and our commitments to volunteers, members and the community are being met.

The Food Bank of Waterloo Region provides employees with a flexible and progressive benefit package which accommodates for hours worked above and beyond and strives to address the personal time needs of each employee.

**To apply please forward your resume and cover letter indicating salary expectations no later than
February 16, 2018 to:**

**Human Resources - The Food Bank of Waterloo Region
50 Alpine Court
Kitchener, ON N2E 2M7
hr@thefoodbank.ca**

No telephone calls, please.

Only those candidates selected for interviews will be contacted.