

Job Summary

This position will assist the Director of Community Development and Food Security Coordinator to organize and execute the Gift of Good Food Fundraiser to raise funds to support families facing food insecurity in Greater Victoria with fresh produce. They will be responsible for working with the fundraising team on many aspects of the fundraising campaign, supporting outreach to partner organizations, businesses, donors, community members, and recipients, and engaging volunteers to help out with the fundraiser. This role will sometime be asked to support in the Good Food Box program and other needs of the organization as assigned. This role will report to the Director of Community Development.

Tasks and Responsibilities:

- Assist the Director of Community Development and Food Security Coordinator in the planning, execution, and evaluation of the Gift of Good Food Fundraiser;
- Pre-event operational planning, management, and clerical support;
- Correspond with partner organizations, volunteers, donors, fundraising teams, volunteers, businesses, and other community partners;
- Outreach in the community to recruit sponsorship, donors, silent auction donors, volunteers, and collaborators;
- Marketing & promotion assistance for fundraiser;
- Assist with recruitment organization, and coordination of volunteers;
- Assist with social media and promotions;
- Work with the team to identify new fundraising opportunities;
- Coordination of a silent auction with a dedicated volunteer;
- Good Food Box support as needed;
- Other duties as assigned

What skills will the you develop during this placement?:

- Volunteer coordination – youth will manage fundraising volunteers;
- Event planning and coordination – Youth will work with the event team to assist in the planning and coordination of events;
- Fundraising – Youth will do outreach to recruit sponsors and silent auction donors to fundraise;
- Collaboration – youth will collaborate with the Director of Community Development, the Food Security Coordinator, community members, and volunteers;

- Time management and organizational skills – youth will manage a variety of projects;
- Written and verbal communication – youth will communicate with volunteers, partner organizations, businesses, donors, community members, recipients, etc.;
- Social Media and promotions – Youth will work along side our Director of Community Development to create promotions for fundraising;
- Leadership – Youth will have the opportunity to develop and take the lead on aspects of the Gift of Good Food Fundraiser;
- Teamwork – Youth will work with a variety of staff within the organization and folks outside the organization;
- Creative Thinking – Youth will have the opportunity to develop ideas and new aspects of the fundraiser

Reports to: Director of Community Development will be providing supervision and mentoring for this position.

Management status: Non-management

Team Size: This role works within a team of 3

Work location: 1240 Gladstone Avenue, Victoria BC V8T 1G6

Anticipated Start Date: October 2021

Hours/work schedule: Full-time position of 37.5 hrs/week

Number of weeks: 8 weeks

Hourly Wage: \$17.00

Must be between the **age of 15 and 30 years old** as per the Canada Summer Jobs requirements.

Qualifications & Assets:

- Experience with fundraising considered a strong asset;
- Experience with event planning and volunteer coordination considered a strong asset;
- Experience with communications and social media management considered a strong asset;
- Excellent organizational and planning skills;
- Ability to problem-solve and prioritize tasks with minimal supervision;
- Ability to take initiative and delegate;
- Ability to follow instructions and willingness to assume and carry out assigned tasks and to be accountable for results and actions, including quality of work;

- Ability to appreciate diversity, different opinions, lived experiences, backgrounds, and personality types;
- Valid driver's license;

Other Requirements:

Candidates who progress through our selection process will be required to provide the following before an employment agreement is finalized.

- Must provide a record of immunization status.
- Must provide two professional references.
- The successful candidate will need to undergo a criminal record check for working with children and vulnerable adults.

Working Conditions:

- Some onsite work required—while following COVID-19 safety procedures.
- Ability to lift 40lbs.
- Ability to work independently with minimal supervision.
- Ability to work some evenings and weekends for special events and programs.

Interested applicants are requested to submit their resume on or before Monday, October 18, 2021 to mila@fernwoodnrg.ca.

About Fernwood NRG

Fernwood Neighbourhood Resource Group serves the Fernwood neighbourhood by:

- supporting individuals and families with affordable, high quality services and housing,
- increasing food security through improving access to affordable, high quality food,
- playing an active role in developing the neighbourhood economy, and engaging the neighbourhood through activities, events and communications.

We acknowledge and respect the lək'wəŋən (Lekwungen) peoples on whose traditional territory Fernwood NRG stands and the Songhees, Esquimalt and W̱SÁNEĆ peoples whose historical relationships with the land continue to this day.

www.fernwoodnrg.ca