



Growing Chefs! is growing!

Do you want to support healthy, sustainable and just food practices and systems? Improve the health and nutrition of kids and youth? Make local, sustainable food accessible? Connect communities through food? If yes, then this might be the place for you!

What we offer:

- A supportive, collaborative, fun work environment
- Opportunity to develop, expand your skills
- A chance to make a difference in the food system

We are currently looking for an Operations and Fundraising Assistant to join our team.

In this key role, the Operations and Fundraising Assistant will be responsible for the administrative support of the leadership, communications, and fundraising teams. The Operations Assistant is crucial to effective and smooth running of the organization. By supporting our overall administrative operations, this role helps *Growing Chefs!* further deliver hands-on food literacy education to transform the way kids eat and the way they think about food.

Communications and Fundraising Support

- Provide administrative support to the Development and Communications Director
- Process all online and offline donations, including cheque processing, weekly bank deposits, downloading gifts from online fundraising websites (eg. Benevity, CanadaHelps, Charitable Impact), and providing tax receipts
- Input contact and donation information and all event and stewardship activities into the *Growing Chefs!* CRM, including recording each gift into Salesforce and updating donor records and Salesforce database as necessary
- Monitor and maintain annual communications and fundraising calendar



- Support submission of annual grant applications and reports and writing of impact reports
- Run weekly Salesforce reports to monitor and analyze all fundraising activities, pull donor lists, and update and monitor donor pipeline
- Work with development staff and committee to ensure exceptional stewardship of all stakeholders, including sending acknowledgment and thank you letters, scheduling thank you calls and donor visits
- Provide administrative support for *Growing Chefs!* campaigns, fundraising, and volunteer events
- Coordinate and implement all aspects of donor and volunteer mailing campaigns
- Support writing and design of marketing and promotional materials, social media campaigns, e-newsletters, event invitations, and blog posts
- Conduct donor and granting opportunities research
- Perform other duties as required.

Leadership support

- Provide administrative support to the Executive Director
- Schedule meetings, prepare agendas, take minutes, maintain records and distribute materials needed for meetings before & after
- Order and maintain office supplies, ensuring the necessary supplies are on hand and within budget.
- Assist with maintenance of overall office appearance.
- Assist with day-to-day operations and perform general office duties, including generating reports, scheduling, filing, reception services, answering phone and e-mail inquiries, coordinating incoming/outgoing mail, drafting/editing correspondence, photocopying, scanning, etc.
- Assist the Executive Director, *Growing Chefs!* committees, and the *Growing Chefs!* Board of Directors including scheduling and managing of calendar appointments; handling of meeting logistics, such as sourcing venues, room bookings, room set up and catering; preparing of agendas, meeting minutes, meeting packages and all accompanying documents; sending materials for review prior to the meetings; and preparation of meeting notes.



- Support financial administration, including preparation of invoices, bank deposits, reports, and bookkeeping documents for the accountant as well as review and process expense claims in accordance with established policies and procedures.
- Arrange travel plans, bookings, itineraries, and agendas.
- Perform other duties as required.

The ideal candidate will possess:

- A passion for supporting healthy, just, sustainable food systems
- Office administration experience
- Demonstrated computer and IT aptitude, including Google Drive, Excel (or Google Sheets), and Word (or Google Docs)
- Experience supporting and assisting a leadership team
- Basic understanding of fundraising and donor relations
- Experience working with a CRM database, such as Salesforce
- Data entry experience
- A fluent understanding of data management, data analysis, and reporting
- Experience with basic bookkeeping
- Excellent organization and time management skills
- Strong relationship building and interpersonal skills
- Excellent oral and written communications skills
- Keen attention to detail and ability to learn new systems and tools
- Strong understanding/experience with social media sites/tools
- Ability to work independently and to prioritize duties
- Flexible and teamwork oriented
- Alignment with *Growing Chefs!* vision, values, and team culture

Additional skills an asset:

- Event planning and coordination
- Valid B.C. driver's license and access to a vehicle
- Experience with social media sites, such as Instagram, Facebook, Twitter, and LinkedIn



- Experience with Slack, Squarespace, and MailChimp,
- Existing connections in the restaurant, food, and agricultural industry

This position is a fixed term contract position ending on October 15th, 2020. Start date is as soon as possible. This role is for 18 hours/week. Hours also may occasionally include evenings and weekends. Compensation for this role is \$20/hour.

The close date for this position is January 15th, however, we will be conducting interviews as applications come in, so please don't wait to submit. The position may be filled before the closing date.

Please submit your cover letter and resume to hr@growingchefs.ca as one single PDF document outlining your experience and fit for the role, as well as confirming the hourly salary meets your expectations. Please quote "Growing Chefs – Operations and Fundraising Assistant" in the subject line.

References and a criminal record check related to working with children will be required. We thank all applicants who apply. Only those selected for further consideration will be contacted.