

Canada Summer Jobs: Community Outreach & Office Assistant

ABOUT THE ORGANIZATION

Founded in 1945, the Toronto Vegetarian Association (TVA) is Toronto's go-to resource for all things veg! For over 60 years, the TVA has worked to inspire people to choose a healthier, greener, more compassionate lifestyle through plant-based eating. An important part of spreading the plant-based message is through our outreach program, conducted at several different events in various communities. Notable initiatives of the TVA are their Outreach Program and Veg Guide, in print, online and app forms.

POSITION SUMMARY

The Community Outreach Assistant will be responsible for engaging with the local plant-based community by assisting with the planning and execution of the TVA's outreach program and the Veg Guide. They will be responsible for assisting with the daily administrative tasks in support of these programs.

The Community Outreach Assistant is the front-line point for all in person and phone inquiries, of which topics include; adopting a plant-based diet, general Veg Food Fest. They will assist with coordination of outreach and community events including strategizing and packing for events; drafting communications for volunteers, reporting on events, and researching future opportunities. They will prepare and mail information packages and other items to members and the general public based on demand.

The Community Outreach Assistant will assist the Community and Engagement Coordinator regarding tasks including; answering questions about the Veg Guide, performing follow-up calls with advertising prospects, and processing payments. They will also be required to answer queries relating to general inquiries from vendors, members, or the general public about TVA's activities.

An enthusiastic, proactive self-starter with passion, knowledge and personal experience in plant-based living will thrive in this position. This role calls for excellent organizational and planning skills, strong communication and customer service skills, and proficiency with computers.

The successful candidate must qualify for the Canada Summer Jobs (CSJ) program, be available for a start date of Monday, June 10th, 2019.

CONTRACT: 8-weeks through the CSJ program; 35 hrs/week

COMPENSATION: \$17/hr

CANADA SUMMER JOBS ELIGIBILITY

It is mandatory that the successful candidate be eligible for the Canada Summer Jobs program.

In order to qualify for this program, the candidate must:

- Be between 15 and 30 years of age at the start of the employment position.
- Be Canadian citizens, permanent residents, or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act.
- Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Community Outreach and Office Assistant will be required to:

- Plan and carry out projects and tasks from start to finish with well-defined objectives; continuously monitor the success of these projects and tasks; and identify ways to improve
- Have good attention to detail and ability to follow instructions
- Able to communicate effectively with a variety of customers and provide excellent customer service, and engage with the general public both in person and over the phone
- Ability to speak and answer questions about vegetarianism from a position of knowledge and personal experience, and familiarity with the plant-based scene in the GTA

In addition to the duties listed above, this position will incorporate exciting and challenging growth tasks and learning opportunities.

The Community Outreach and Office Assistant will have the unique opportunity to develop their project planning, communicating and problem-solving skills in a welcoming and supportive vegetarian-friendly environment, as well as to interact with and coordinate a wide range of communities involved in health promotion, compassion for animals, and environmental sustainability.

REQUIREMENTS

The successful applicant must:

- **Meet the requirements of the Canada Summer Jobs program (see *Canada Summer Jobs Eligibility*)**
- Demonstrate the capacity for self-directed work, and be able to work well under minimal supervision.
- Have excellent organizational skills
- Have excellent written and verbal communication skills.
- Have experience and interest in providing customer service.
- Be highly responsible, mature, and willing to accept personal accountability.
- Have an enthusiastic and positive attitude.
- Be proficient in the use of computers for word processing, spreadsheets, e-mail and internet – experience with Mac OS X is an asset.
- Ability to participate at specific outreach events is an asset.
- **Knowledgeable of, enthusiastic about, and practice plant-based living.**

We encourage applications from students enrolled in any of the following field(s) of study or having a combination of training and experience in the following areas:

- Administrative Studies, Communications, Public Relations, Business, Marketing, Non-profit Management, Health Sciences or another related field.

JOB RELATIONSHIPS

- Reports to:
 - Executive Director
 - Donor and Volunteer Resources Coordinator
 - Community and Engagement Coordinator

TO APPLY:

- Send your **résumé and cover letter** addressed to the Executive Director to denyse.torontoveg@gmail.com quoting **CSJ19COOA** in the subject line.
- In your **cover letter**, please demonstrate how you meet the above qualifications and the impact the plant-based movement has had on you.
- MS Word or Adobe PDF attachments only please.

Deadline to apply is Friday, May 24th, 2019 at 11:59pm.

The TVA welcomes diversity in the workplace and encourages applications from all qualified applicants. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin. If additional accessibility support is needed, please request in advance as the TVA's office has a stairway entrance. We thank all applicants in advance for their interest; however, only those invited to an interview will be contacted.