



Job title	National Program Assistant – Bilingual
Job location	Action Against Hunger Canada - Head Office in Toronto
Direct supervisor	National Project Manager
Type of position	Full time - Toronto HQ-based position

Created in 1979, Action Against Hunger is a non-governmental organisation that aims to provide solutions to hunger. Our mission is to save lives by eliminating hunger through the prevention, detection and treatment of under-nutrition, particularly during and after emergency situations linked to conflicts or natural disasters. Action Against Hunger focuses on nutrition, health and healthcare practices; food security and livelihoods; water, sanitation and hygiene and advocacy.

About the role

Action Against Hunger is seeking a **National Program Assistant – Bilingual** to help grow Action Against Hunger’s programming in schools across Canada and with youth. Action Against Hunger has recently launched a national nutrition and food security program, “Generation Nutrition,” with school-aged youth in schools in Toronto. This project will be scaled up across Canada over the next three years. We are looking for an energetic individual to help with project development, fundraising and implementation. This is a unique opportunity for a self-starter who has some experience in fundraising (private, foundational and institutional) for projects in Canada and an interest in community based nutrition and food security programming.

The position will be for an initial six (6) months with the possibility for extension based on performance and ability to secure funding.

Specific Responsibilities:

1. National Programs (approximately 60% of employee time)

- Conduct research to identify donor prospects, including government, foundations, and individual donors.
- Contribute to the preparation of donor proposals, grants, reports, presentations, collateral material and all key donor and project correspondence.
- Support the project manager with donor and partner management.
- Support stewardship and fulfillment obligations for foundations and donors.
- Assist with the solicitation, cultivation and stewardship of schools/other educational institutions for youth events and fundraising linked to the Youth Against Hunger youth program.
- Logistics and administrative support (or management) to program events, workshops/trainings and meetings.
- Ensure consistent and coherent knowledge information management within the project.
- Support in the preparation of external communications materials.

- Contribute to the creation of innovative programming content for stakeholders, including youth ages 6-25.

2. Private fundraising (approximately 40% of employee time)

- Assist with data entry and donation processing.
- Process charitable tax receipts and thank you letters for donors.
- Assist with management of the donor database.
- Assist with incoming calls, mail and emailed donor service inquiries.
- Assist with weekly stewardship calls in both French and English.
- Assist with direct-mail marketing.

General

- Attend planning sessions, team meetings and annual performance reviews as required.
- Pro-active exchange and collaboration with Action Against Hunger Canada team members.
- Ensure an on-going process of personal professional development and learning.
- Other duties as assigned.

Qualifications

- Fluency in the French and English languages;
- Degree in relevant discipline in a field related to education, social sciences, development or public health and/or equivalent experience gained;
- Demonstrated commitment to promoting gender equality
- Experience working with youth, Canadian schools and/or school administration and/or school boards.
- Strong research skills
- Desire to learn more about international development and humanitarian aid;
- Good interpersonal skills and attention to detail;
- A “can do” attitude and desire to learn;
- Ability to follow instructions and also work independently;
- Creative and detail-oriented;
- A demonstrated commitment to Action Against Hunger’s mission and values; and
- Experience with MS Office applications and Adobe Creative Suite.

Specific conditions

Staff work a five-day, 37.5-hour work week. This position requires movement across the Greater Toronto Area and may require travel in other parts of Canada.

Applicants for this position must be eligible to work in Canada.

How to apply

If you are interested in this position, please send your resume and cover letter to rec@actioncontrelafaim.ca by 8 September, 2017. In the subject line, please indicate **National Program Assistant – Bilingual**

To learn more about Action Against Hunger, visit our website at www.actionagainsthunger.ca