

Office & Projects Coordinator

Parkdale Community Food Bank

Department: Operations

Location: In-Person, 5 Brock Avenue, Toronto

Employment Type: Full-Time

Starting salary: \$60,900

Who We Are

Parkdale Community Food Bank (PCFB) is a non-profit, registered charity in the heart of Toronto's Parkdale neighbourhood. Every month, our programs support more than 17,000 individuals with access to nutritious food and community support. We believe joy is fundamental to nourishment, and our mission is to create a hunger-free community where everyone has a place at our table, with barrier-free access to food they actually want to eat.

Mission of This Role

Behind every grocery delivery, every donation, and every grant report is a record that has to be accurate, a receipt that has to be filed, an inbox that has to be answered. This role keeps that foundation solid, so the team can stay focused instead of chasing down paperwork.

This role reports to the **Executive Director** and focuses on the day-to-day office administration and project coordination.

Responsibilities

Financial Administration

- Keep track of all receipts, including purchases, invoices, and donation receipts.
- Assist the bookkeeper in tracking all transactions within QuickBooks Online.
- Support the annual audit.
- Monitor monthly budgets, flag variances, and assist in financial planning.
- Assist with tracking restricted funds and preparing financial reports for funders and grant applications.

Donor and Fundraising Support

- Manage donation reports and update CRM software as necessary.
- Support the management of donor records in DonorPerfect, including creating donation receipts and sending thank you letters as required.

Procurement and Vendor Management

- Keep track of supply purchasing and vendor sourcing, ordering and receiving supplies when necessary.
- Organize repairs as needed using existing vendor contacts, and keep the vendor contacts table up to date.

Data and Records Management

- Support data management and record keeping, ensuring food bank records and data are up to date.
- Manage the organization of physical files, documents, and receipts.

Administrative Support

- Manage the general inbox.
- Answer calls and check voicemails to the food bank.
- Assist with managing and scheduling meetings, and notetaking.
- Organize files and documents beyond receipts, both in Google Drive and physical storage.
- Update records such as contacts and common email templates.
- Create forms as needed, such as fundraiser forms and surveys.
- Donor reporting, receipts, follow ups and thank you messages.
- Support food bank events occasionally, approximately three to four times a year.

Project Coordination

- Coordination and management of our Parkdale Community Food Drive barrels
- Support and coordination of marketing material during holiday food bank season
- Coordination of holiday gift wrap program and prepping team schedules
- Vendor sourcing and management of the food bank's projects (such as our green wall, renovation projects and more)

Other duties as assigned.

Qualifications

Must-Haves

- Comfort managing detailed financial records, such as receipts and invoices, with accuracy and consistency
- Experience managing multiple external vendor relations
- Experience with QuickBooks Online and a donor CRM such as DonorPerfect
- Comfort being the first point of contact for calls, emails, and walk-ins, and triaging requests to the right person
- Comfort juggling finance, administrative, project coordination, and event logistics tasks within the same day
- Relevant post-secondary education.

Nice-to-Haves

- Experience supporting a non-profit audit process
- Experience tracking restricted funds or supporting grant reporting
- Experience with event planning or coordination logistics

To apply, please submit your resume and cover letter to info@pcfb.ca in one PDF document. Please include "YOUR NAME - Office & Project Coordinator" in the subject line.