



FoodARC PART-TIME ADMINISTRATIVE ASSISTANT

The Food Action Research Centre (FoodARC) is located on the Mount Saint Vincent University campus and coordinates several research projects focused on building healthy, just, and sustainable food systems in Nova Scotia and beyond. Backed by more than a decade of collaborative and community based participatory research, our projects (*Voices for Food Security in NS, Paying for Nutrition in Northern Canada, and Cultivating Change: Putting Food First in Nova Scotia*) focus on community-level engagement and capacity building to improve knowledge, understanding, and action to create the conditions to address food insecurity in Nova Scotia.

In this grant-paid position, the Administrative Assistant will report to the Director of FoodARC, and work in consultation with FoodARC project coordinators, and other project staff as required.

DUTIES: The successful candidate will be proficient at managing a number of priorities simultaneously, will be comfortable performing administrative tasks, and will enjoy exercising initiative and taking ownership of tasks. Responsibilities will include but not be limited to:

- Financial administration - duties consist of processing accounts payable/receivable invoices, processing cheque requisitions/travel claims, updating financial spreadsheets, reconciling accounts and preparing financial reports.
- Assisting in setting up and maintaining paper and electronic filing and recording systems, as well as updating library/reference databases.
- Assisting with other project logistics and tasks such as booking meeting space and catering, photocopying, faxing, ordering supplies monthly or as needed, manage daily operations of office space, and other duties as required.
- Support to projects and project staff as required, including preparation of proposals and reports.
- Support to the Director as required, including formatting of papers for academic journal submission and preparation of presentation materials.

Requirements:

- The ideal candidate will possess a Bachelors degree or equivalent combination of education and experience. Prior administrative experience (at least two years) would be an asset.
- Applicants must be able to plan, multi-task, solve problems, meet deadlines, and work with multiple teams and partners.
- Other requirements include:
 - excellent written and oral communication skills,
 - strong organizational and time management skills,
 - demonstrate competence with software packages such as Microsoft Office.
 - prior experience with preparing financial reports and Sage 50 accounting software would be an asset.
 - experience working or volunteering with community groups or NGOs,
 - the ability to work independently at times and a commitment to collaborative teamwork and participatory approaches when working with all project partners are also required.

Hours: 10 Hours per week. This contract runs until March 31, 2016.

Salary: To be determined depending on background and experience

To apply for this position: Please prepare a cover letter (addressed to: *Selection Committee*) and résumé in **one** electronic file (pdf is preferred) and email to: FoodSecurity@msvu.ca

Only candidates selected for an interview will be contacted.

Closing Date: Review of applications will begin on July 16, 2015 and will continue until a suitable candidate is hired.