

MEAL EXCHANGE

Hunger Problem. Student Solution.

Position Title: Sponsorship Assistant

Employer: Meal Exchange

Terms of Employment: Part-Time (8 hours per week for approximately 16 weeks)

Salary: \$15.00/hour

Anticipated Start Date: Week of January 13, 2014

Location: Toronto, Ontario

Meal Exchange is a national student-founded, student-driven, registered charity that helps young Canadians realize their potential to improve the future of their communities, through meaningful opportunities to reduce local hunger and food insecurity. Meal Exchange offers students in universities, colleges, and secondary schools fun and creative programs that blend student energy and passion with their strengths and capacities as youth leaders.

Job Description:

Working out of the National Office in downtown Toronto (401 Richmond Street West), you will assist the Development Officer in the preparation and submission of sponsorship proposals (both financial and in-kind) for Trick or Eat and the National Student Food Summit.

Key Responsibilities:

- Updating prospective sponsor database
- Assisting in updating sponsorship packages
- Managing outreach to potential sponsor organizations
- Assisting in and preparing sponsorship reports

Qualifications:

- Great organizational skills to help complete tasks efficiently and on time with a strong attention to detail.
- Proven ability to self-start, take initiative and engage in active learning in a team environment
- Strong customer service skills - expressive and persuasive in both spoken and written communication
- Interest in and knowledge of food security in Canada
- Experience in fundraising and sponsorship coordination is an asset
- Love of baked goods and ability to contribute to a good playlist

Deadline: Please apply by submitting a covering letter and resume to heather@mealexchange.com by Wednesday, December 18th at 5:00pm.

Charitable Registration Number: 88278 6148 RR0001

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