

MEAL EXCHANGE

JOB TITLE: Trick or Eat Campaign Coordinator

ANTICIPATED START DATE: May 15 2018

LOCATION: Meal Exchange National Office, 401 Richmond St W., Toronto, Ontario

Position Overview

Meal Exchange is seeking an organized and ambitious student to assist in planning and executing our largest National Event - Trick or Eat. Trick or Eat is a national event that raises awareness about hunger in Canada. Trick or Eat is Meal Exchange's largest event of the year, engaging nearly 6000 volunteers and reaches over 100,000 individuals in 100 communities.

Major Responsibilities

The Trick or Eat Coordinator will work with the Meal Exchange team to support the development of the Trick or Eat 2018 Campaign. This dynamic position requires a passion for high-level strategy while simultaneously paying attention to detail. The Trick or Eat Coordinator will support the development of partnerships with organizations, sponsors and communities. The Coordinator will engage and inspire 100 campaign leaders to get involved and make a difference in their communities.

Key Roles:

- Work with Meal Exchange staff to develop a strategy for Trick or Eat 2018
- Update and develop campaign materials and resources for Trick or Eat organizers, community partners and households
- Update Trick or Eat Website and campaign toolkits
- Support sponsorship and partner relations
- Support outreach and engagement for Trick or Eat Community Coordinators
- Collaborate with Fundraising Coordinator to develop Peer-to-Peer fundraising strategy
- Assist with the social media and print media/press release presence and promotion of both of these events
- Develop evaluation strategy and survey materials

Desired Skills:

- Event and campaign planning experience
- Knowledge and passion for food security and youth engagement
- Ability to take initiative and engage in active learning
- Experience or interest in fundraising
- Ability work independently and as part of a team in a fast-paced environment
- Excellent interpersonal and organizational skills
- Excellent written and verbal communication skills
- Excellent attention to detail and ability to multitask
- Strong writing and spoken communication skills
- Bonus: Comfortable using database tools to manage relationships (CRM)
- Experience with Squarespace, Mailchimp and Hootsuite preferred

About Trick or Eat

Trick or Eat is a youth-led national event that puts a new spin on the annual night of giving – Halloween. Thousands of Trick or Eaters across Canada, go door-to-door to collect food for local community

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organizations and funds to address long term change. Trick or Eat is about advocating for good food for all. It's a national day of action, for young people to come together and actively show that they want to see a difference on the issue of hunger on their campuses and in their communities.

About Meal Exchange

Meal Exchange is a national registered charity that empowers post-secondary students to take an active role in improving their local food system. Through research, educational activities and connecting with campus and community stakeholders, our programs support post-secondary students to build more just and sustainable food systems on campuses and with local communities. Our vision is a country where everyone has access to affordable, healthy, sustainable and socially just food. Our national office, based in Toronto, provides support, resources and mentorship to students on 40 campuses across Canada.

HOURS:

- 35 hours/week for 8-12 weeks **[exact hours dependent on Canada Summer Jobs Funding]**
 - Possibility for contract continuation (part-time) from September-November 2018

WAGE:

- \$14.00 hour **[wage dependent on Canada Summer Jobs Funding]**

Please send a Cover Letter and CV to summer@mealexchange.com with the subject “**application for Fundraising and Administration Coordinator**”. Applications will be received on a rolling basis. *Final deadline for application submission is **April 20 2018**.*

This position is funded through Canada Summer Jobs. Canada Summer Jobs provides funding create summer job opportunities for young people aged 15 to 30 years who are full-time students intending to return to their studies in the next school year.

Meal Exchange is committed to having a team that reflects the diversity of the issues and communities we work with. We welcome the wide range of experiences and viewpoints that researchers may bring, including those based on race, ethnicity, sexual orientation, gender identity and expression, ability, age and religion. We welcome both lived and academic experience, and encourage applicants to note this in their application. In our inclusive workplace, we work to assure everyone the right of equitable, fair, and respectful treatment.