

Position: Admin Assistant

Office Location: 5987 Bathurst St, Toronto / 1416 Centre St. Vaughan

Job Type: Full time

Organization: Jewish Russian Community Centre of Ontario (JRCC)

JRCC is growing and is looking to expand its Kosher food bank operations and develop the bookstore. We are looking for an admin assistant to join our team and assist with coordinating food bank clients, food donation, and food distribution, as well as help build and organize our online and onsite bookstore. The Kosher food bank is serving clients who are in-need for culturally-appropriate Kosher food; and the bookstore has a large inventory of books in Russian – focused on aspects of religion and tradition.

Responsibilities:

Operational and administrative functions:

- Develop and maintain inventories
- Process and coordinate client orders
- Develop, coordinate, and ensure smooth operation of food bank donation acceptance and distribution
- Develop, coordinate, and ensure smooth operation of bookstore (onsite and online) – all books are in Russian
- Serve as the primary point of contact for all suppliers, staff, and clients for the bookstore
- Recruit and maintain volunteer base for food bank operations

Outreach and communication:

- Create and maintain relationships within the community to boost community awareness
- Create and maintain relationships with publishers and books distributors
- Create and maintain collaborations and partnerships for food-related donations
- Create and deliver e-flyers/ads/posters for books and food donations
- Collaborate with other departments on outreach and client management

Requirements:

- Fluent in English and Russian (writing, reading, speaking)– a must
- Hebrew speaking – a strong asset
- 2-3 years of experience in admin work – a must
- Strong partnership and collaboration skills
- Comfortable with cold calls and outreach
- Self-starter, well organized, detail-oriented, and capable of prioritizing tasks
- Excellent computer orientation and knowledge: Outlook, Word, Excel, and databases

Please send your resume to: resume@jrcc.org

Only relevant candidates will be contacted. Review of applications will continue until the position is filled. No phone calls please.