

Department:	Resources and Public Engagement	
Responsible to:	Public Engagement Manager	
Supervise:	N/A	
Classification:	Grade C	
Status:	Term – 2 years; half time – 18.5 hrs/wk	
Working Conditions:	Sedentary, occasional light lifting up to 25 kgs	
Location:	Winnipeg Preferred, Hybrid ¹	July 2026

Background:

The Raising Advocates to Inspire Strategic Engagement in Support of Canadian Assistance (RAISE) program is a strategic public engagement initiative designed to strengthen Canadian understanding and support for international development assistance. At a time of growing global hunger and shrinking international assistance budgets, RAISE aims to engage Canadians to reaffirm the global role that Canada plays in addressing these challenges and the values that underlie Canada's global engagement.

Position Summary:

Canadian Foodgrains Bank is recruiting a part-time project administrator. As part of the public engagement team, the project administrator is responsible for the effective, accurate and timely completion of administrative tasks related to the RAISE program, supporting project coordination as well as the integration of project activities and resources into the work of the RPE department and organizational engagement structures. The project administrator plays a central role in coordinating program workflow. While the project administrator functions as a central connection point between the RAISE program and the resources and public engagement department, their focus will be on supporting the RAISE program.

This position is ideally based in Winnipeg. Occasional domestic travel will be required.

Primary Working Relationships:

The RAISE project administrator is responsible to the public engagement manager and works closely with the RAISE project lead, as well as other members of the public engagement team. This position is a member of the resources and public engagement department and as such will respond to requests from the director, resources and public engagement. Their work will intersect with staff in the supporter relations and

¹ Foodgrains Bank defines hybrid work as a minimum of 3 days/week in office and up to 2 days/week working from a remote location.

communications teams, and with the human resources and administration manager on volunteer recruitment and management.

Roles and Responsibilities:

(Key: A = act; A&I = act & inform; AAC = act after consultation)

1. Project support – Provide administrative support for RAISE program activities, including: 1.1. Information management and record keeping – take responsibility for the development, maintenance, organization and management of both physical and electronic/cloud-based program records. - Monitor and track results for the project. 1.2. Finance Support – Provide day-to-day administrative support for the project financial and reporting: - Monitor spending against budget, ensuring co-funding, lobbying, and overhead requirements are met. - Support monthly financial reports, alerting public engagement manager of any financial issues arising. - Support the public engagement manager in preparing draft budget reports for each annual report to the Gates Foundation. 1.3. Support the project lead in disseminating project resources to internal and external stakeholders including public engagement resources 1.4. Respond to general and volunteer-related inquiries – adapting communication and templates for volunteers.	A
2. Meeting and Event Planning – In consultation with the project lead, support the planning and execution of virtual, hybrid and in-person events and meetings. 2.1. Manage logistics, coordinate planning activities, and maintain records (including minutes) of regular and special program meetings and events (local, hybrid, and out-of-province) including: -Volunteer ambassador meetings -regular and special program meetings -public engagement events -some network taskforce meetings 2.2. Support project staff in planning virtual, hybrid and in-person supporter meetings and public events as requested. 2.3. Assist with Zoom coordination and event engagement for webinars and other internal or public-facing events.	A
3. Volunteer Recruitment – Working closely with the project lead and the HR manager, ensure that a team of volunteers is recruited, onboard, and supported to carry out relevant project activities. 3.1. Support the project lead in creating and disseminating recruitment resources and information 3.2. Process and respond to requests for information and materials from volunteers, members, staff and others by email or by mailing requested materials 3.3. Participate in volunteer recruitment and onboarding as requested.	AAC

- 3.4. Connect regularly with regional staff who support the recruitment of volunteers to ensure they have current and new materials and supplies.

4. Travel Coordination and Support

A

- 4.1. Coordinate travel arrangements for staff and volunteers, including flights, accommodations, ground transportation, and event logistics.
- 4.2. Liaise with travelers, travel providers, hotels, and event organizations to resolve travel issues and changes.

5. Other duties as assigned

A

- 5.1. Participate positively in team meetings, events and activities
- 5.2. Participate in departmental meetings as required

Qualifications:

Education:

- Relevant certification in a related field such as business administration, non-profit administration, or equivalent experience.

Experience:

- Minimum of two years in an administrative support role preferably in the non-profit sector including a combination of the following:
 - Project coordination
 - Cloud-based computing and workflow coordination
 - Event and meeting planning
 - Travel logistics
 - Record keeping
 - Volunteer management
- Strong organizational skills
- Strong written, verbal, and interpersonal communication skills, including intercultural communication
- Strong administrative skills
- Able to take initiative and work independently
- Skilled in diplomacy
- Able to work with varied stakeholders (members, local organizations, various CFGB staff, parliamentary staff, regional representatives, etc)
- Contribute positively to team dynamics
- Fluency in verbal and written English

Staff in this position must support the underlying mission and Christian dimension of the Foodgrains Bank, and must align with our corporate values of compassion, equality, generosity, dignity, justice, peace, right to food, and right relationships.

Assets:

- Knowledge of international development and relief issues
- Knowledge of Canadian agricultural sector
- Experience working with Asana project management software
- Understanding of Christian denominations in Canada
- French language proficiency