



Parent Support Services Society of BC

Job Posting - 2018 Summer Employment Opportunity

Program Assistant & Communications Assistant (3 available positions)

Provincial Office – Parent Support Services Society of BC – Burnaby Job Description

Working under the supervision of the Executive Director and Program Director, the Program & Communications Assistants will assist in parenting program related activities (soliciting donations, planning annual Circle family picnics; annual nature camps; planning annual event for Grandparents Day; coordination; partnership & sponsor recruitment; outreach; research; promotion; workshop/training planning; volunteer recruitment); reception/intake; file and data management.

General Activities

1. Assist an annual circle picnics and nature camps for families.
2. Assist with annual Grandparents Day planning and promotion.
3. Assist in volunteer recruitment, community outreach and fundraising activities.
4. Assist with agency, program and events promotion in social media.
5. Compile and report on program evaluation results, statistics, and other program data.
6. Assemble training materials. Assist with community workshops, presentations and special events.
7. Assist with updating website and developing social media.
8. Assist with reception/intake calls and file/data management.
9. Liaise with other staff of the Society including other summer work students using Skype

Qualifications

- Must be a returning full-time student up to age 30
- Excellent written/oral communication planning and organizational skills
- Willing and able to ask for donations for our silent auction
- Able to work as part of a team and also independently
- Hold basic knowledge of family and parenting issues and community resources
- Solid computer skills (including proficient use of internet, email, social media and Microsoft Office programs).
- Proven research skills
- Commitment to the values of diversity and inclusion
- Ability to work within guidelines of confidentiality

Send Resume to: **Subject: type the title of position you are applying for**

**Parent Support Services Society of BC
204 5623 Imperial Street
Burnaby, BC V5J 1G1
Fax: 604-669-1636
Email: hr@parentsupportbc.ca**

Closing Date: March 30, 2018. Subject to approval of funding.

This is part of the Canada Summer jobs initiative. Full time positions will take place between May-August.

People of Indigenous ancestry, with disabilities and visible minorities are encouraged to apply.