



Parent Support Services Society of BC

Job Posting - 2018 Summer Employment Opportunity

Program Assistant

Prince George Office – Parent Support Services Society of BC – Job Description

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

General Activities

- Work closely with the Head office and Prince George staff and board member
- Liaise with other staff of the Society including other summer work students using skype
- Play a leading role in organizing the Grandparents Day Stroll in the Prince George region
- Assist in volunteer recruitment, community outreach and fundraising activities.
- Participate in other agency events (CRD picnics, parades etc)
- Support the Prince George coordinator with any duties assigned
- May help with the upcoming facilitator training preparation for the region
- Build on the contacts and resources currently in existence for the region

Qualifications

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

Send resume to: **Parent Support Services Society of BC**
Email: parentnorth@shaw.ca

Closing Date: April 9, 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 Aboriginal ancestry, with disabilities and visible minorities are encouraged to apply.