



**Job Posting - 2018 Summer Employment Opportunity**

**Program Assistant**

**Parent Support Services Society of BC – Victoria Job Description**

Working under the supervision of the Executive Director, Program Director and 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 Victoria revitalization team including volunteer facilitators, steering committee members, Victoria based-board member and other volunteers, provincial office and Island staff to prepare the CRD for expansion of our services.
- Assist in volunteer recruitment, community outreach and fundraising activities.
- Liaise with other staff of the Society including other summer work students
- Build on the contacts and resources currently in existence for Victoria
- Begin to create a databank of resources, contacts, community agencies and services relevant people in a parenting role
- Begin to create a databank of potential partner organizations where parenting circles or parenting educational workshops could be held
- Begin to identify potential steering committee members, volunteer facilitators or relevant key contacts
- Play a leading role in organizing the Grandparents Day Stroll in Victoria
- May participate in other agency events (CRD picnics, Galiano Nature camp)
- May help with the upcoming facilitator training preparation on the Island

**Qualifications**

- Must be a returning full-time student up to age 30
- Excellent written/oral communication skills
- Willing and able to ask for donations for our silent auction
- 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)
- 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: [annette.deboer@parentsupportbc.ca](mailto:annette.deboer@parentsupportbc.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.**