



Parent Support Services Society of BC

Job Posting - 2019 Summer Employment Opportunity

Program Assistant - 1

Burnaby– Parent Support Services Society of BC

Working under the supervision of the Director of Circles and Community Development and the Research Team, the Program Assistant will assist in parenting program related activities (planning annual Circle family picnics; planning annual event for Grandparents Day; organizing community events and workshops; developing partnership & sponsor recruitment; outreach; promotion; volunteer recruitment). The Program Assistant will also play an important role in support of research projects – with promotion, collation, data entry.

General Activities

- Work closely with the Director of Circles and Community Development; and the Research Team.
- Liaise with staff of the Society including other summer work students using skype.
- Assist in volunteer recruitment and community outreach
- Develop partnership and sponsor recruitment
- Assist in organizing workshops
- Support current and potential, volunteer facilitators or relevant key contacts
- Participate in other agency events (picnics, facilitator training, or promotional activities)
- Outreach and connect to potential partner organizations where parenting circles or parenting educational workshops could be held
- Build on the existing resources, contacts, community agencies and services, that are relevant to people in a parenting role in the Lower Mainland
- Play a leading role in organizing Grandparents' Day events
- Assist in promotion, collation, data entry and other tasks related to kinship care research

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).
- 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
- Proven research skills
- May require access to a vehicle

Send resume to: hr@parentsupportbc.ca

Please write Burnaby Program Assistant in the subject line item

Closing Date: June 7th, 2019 12 noon.

This is part of the Canada Summer jobs initiative and is a maximum of 8 weeks (35 hours/week) ending August 30, 2019.

People of Aboriginal ancestry, visible minorities are encouraged to apply.