



Parent Support Services Society of BC

Job Posting - 2019 Summer Employment Opportunity

Program Assistant - 2

Burnaby– Parent Support Services Society of BC

Working under the supervision of the Kinship Care Research Team and Director of Circles and Community Development, Program Assistant – 2 will play an important role in support of work with kinship care families including: support of research projects – with promotion, collation, data entry; planning annual event for Grandparents' Day, and outreaching to kinship care families. Program Assistant - will also assist in parenting program related activities (planning annual Circle family picnics; organizing community events and workshops; developing partnership & sponsor recruitment; outreach; promotion; volunteer recruitment).

General Activities

- Work closely with the Research Team; and the Director of Circles and Community Development
- Play a leading role in organizing Grandparents' Day events
- Support outreach to kinship care families
- Assist in promotion, collation, data entry and other tasks related to kinship care research
- 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)
- Build on potential partner organizations where parenting circles or parenting educational workshops could be held
- Build on the existing resources, contacts, community agencies and services relevant people in a parenting role in the Lower Mainland

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)
- 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
- 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.