



Job Posting - 2019 Summer Employment Opportunity

Program Assistant - Central Island 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 the annual Grandparents Day event; coordination; partnership & sponsor recruitment; outreach; promotion; workshop/training planning; volunteer recruitment); file and data management.

General Activities

- Work closely with the Head office and Island staff
- Liaise with other staff of the Society including other summer work students using Skype
- Play a leading role in organizing the Grandparents Day event Stroll in the Nanaimo region
- Participate in other agency events (Circle family picnics, Galiano Nature Camp)
- Assist in volunteer recruitment, community outreach, and fundraising activities
- Help with the upcoming facilitator training preparation on the Island
- Build on the contacts and resources currently in existence for Nanaimo
- Build on the community agencies and services relevant for people in a parenting role in the Central and North Island
- Build on potential partner organizations where parenting circles or parenting educational workshops could be held
- Support current and potential volunteer facilitators or relevant key contacts

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, and must be able to work from home
- Willing and able to ask for donations for our silent auction
- Solid computer skills (including proficient use of internet, email, social media and Microsoft Office programs). Must have access to a computer, printer, and phone
- Marketing and promotional skills (desired)
- Basic understanding of family and parenting issues and community resources
- Commitment to the values of diversity and inclusion
- Must hold a valid driver's license and have access to a vehicle from time to time
- Ability to work within the guidelines of confidentiality

Send resume to: Parent Support Services Society of BC
Email: parent@telus.net

Closing Date: May 30, 2019. Subject to approval of funding

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

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