



**Job Posting - 2019 Summer Employment Opportunity**

**Program Assistant – Victoria Office – Parent Support Services Society of BC – Job Description**

Working under the supervision of the Executive Director, Program 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 Victoria staff
- Liaise with other staff and volunteers of the Society including other summer work students using skype
- Play a leading role in organizing the Grandparents Day event Stroll in the Victoria-CRD 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 in Victoria - CRD
- Build on the contacts and resources currently in existence for Victoria – CRD
- Begin to identify potential steering committee members, volunteer facilitators or relevant key contacts
- Build on the existing resources, contacts, community agencies and services relevant people in a parenting role in the CRD – Victoria region
- 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, 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: [hr@parentsupportbc.ca](mailto:hr@parentsupportbc.ca)

Please write Victoria Program Assistant in the subject line item

**Closing Date: June 7, 2019 at 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 Indigenous ancestry, with disabilities and visible minorities are encouraged to apply.**