



## JOB OPPORTUNITY: PROGRAM ASSISTANT

### MISSION STATEMENT

We empower children and youth by connecting families with opportunities to build hope for lifelong change and break the cycle of poverty.

### SUMMARY OF ROLE

We are seeking someone looking to make a difference in the lives of children working directly with our programs which focus on empowering children living in poverty. As the Program Assistant, you will work to evaluate the Scholarships Program which provides financial assistance for post-secondary education as well as support accessible communications and program delivery of our other four programs. This role requires a passion for research and excellent communication skills. The Program Assistant will report to the Program Director.

This is a great opportunity providing hands-on experience to further important work for a great local impact. Join us and work with other passionate individuals committed to building hope for local children by providing opportunities for them to reach their full potential.

### DUTIES AND RESPONSIBILITIES

- In collaboration with the Program Committee and Program Director, develop and implement an evaluation to determine if program outcomes are being achieved by the Children's Foundation of Guelph and Wellington Scholarships Program.
- Organize program related research and statistics for future use in communications and evaluation.
- Review program related marketing materials (online and print) to ensure information is in an accessible and plain language format and make updates as required.
- Provide support on program delivery activities and advocacy.

### ELIGIBILITY

This position is funded by **Canada Summer Jobs**. All applicants must meet the following criteria:

- is between 15 and 30 years of age (inclusive) at the start of the employment;
- is a Canadian citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* \*;
- has a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

*\*International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.*



## KNOWLEDGE AND SKILLS

- Experience conducting research, surveys and/or evaluation.
- Excellent written communication skills.
- Strong technological skills including MS Office Suite.
- Keen attention to detail.
- Volunteer or work experience in a not-for-profit is considered an asset.

## ENVIRONMENT AND POSITION DETAILS

- Working at the Children's Foundation office.
- 35 hrs / week for eight weeks
- Start date: approximately June 17, but is negotiable. Please note when submitting your application if you require an earlier or later start date.
- Hourly wage: \$15

## APPLICATION PROCEDURE

To apply for this position, please submit a cover letter and resume to Karyn Kirkwood by emailing [karyn@childrensfoundation.org](mailto:karyn@childrensfoundation.org) with the subject line: **Program Assistant** by May 13.

The Children's Foundation of Guelph and Wellington welcomes applications from all qualified individuals, including individuals within employment equity categories of women, persons with disabilities, members of visible minorities and aboriginal persons, individuals of diverse gender and sexual orientation and all groups protected by the Human Rights Code. The Children's Foundation of Guelph and Wellington is committed to employment equity and diversity and a positive and supportive environment. The Children's Foundation of Guelph and Wellington offers accommodation for applicants with disabilities in its recruitment processes. If you are contacted by the Children's Foundation of Guelph and Wellington regarding a job opportunity, please advise if you require accommodation.

Thank you for your interest and application. Please note that due to the high volume of applicants, only those selected for an interview will be contacted. No phone calls please.