

**Program Assistant (Part-Time)  
(6-month Contract)**

**Effective: January 2022**

**Pay: \$16.00/hour**

**Hours: Monday – Friday 3:00 pm – 6:30 pm**

The **Jean Augustine Centre for Young Women's Empowerment** is committed to empowering young women and girls between the ages of 7-17 years both locally and across Canada. We take a holistic approach to empowerment by providing programs that support the mental, physical, and social wellbeing of young women and girls.

We are seeking an energetic and organized self-starter to join our team as a Program Assistant. Reporting to the Executive Director, the Program Assistant will support the day-to-day program needs of the organization.

**Duties & Responsibilities:**

- Supports the coordination and implementation of programming (online and in-person)
- Leads and supports the facilitation of programming (online and in-person)
- Maintains program databases
- Supports registration and communication to program participants
- Supports organizational communication and social media (training provided)
- Supervises children and youth while providing leadership
- Helps maintain a safe and professional work environment
- Other duties as required

**Qualifications:**

- Completed courses in Child & Youth Care, Social Work or related fields an asset
- Minimum 1-year demonstrated experience supporting program coordination and facilitation
- Minimum 1-year demonstrated experience working with children and youth
- Excellent administrative, organizational and time management skills
- Excellent interpersonal skills, and professional verbal and written communication skills
- Ability to work flexible hours (some evenings and weekends may be required)
- Police Records Check – Vulnerable Sector (if over the age of 18 yrs.)
- Standard First Aid & CPR required

**Please send resume to [opportunities@jeanaugustinecentre.ca](mailto:opportunities@jeanaugustinecentre.ca) by Monday, December 13, 2021,  
noting Program Assistant in the subject line.**

**We thank all candidates for their applications. However, only those selected will be contacted.  
Individuals from equity seeking groups are encouraged to apply.**