

POSITION DESCRIPTION

JOB TITLE: Casual Program Assistant (Part Time)

Employed late afternoon/early evening minimum 3 hours each session. Two or three days a week.

Summary of Responsibilities: Reporting to the Executive Director, the Program Assistant shall assist the Executive Director in the performance of her duties.

Specific Responsibilities and Duties

- (a) Reception: Answer phone calls for Centre; Greet participants & visitors.
- (b) Maintain program and volunteer statistics.
- (c) Follow and Monitor office procedures.
- (d) Maintain filing system, and record system.
- (e) Assist with collecting fees for membership, programs and fundraising events.
- (f) Promote programs and activities at front desk
- (g) Assist or facilitate programs as required.
- (h) Perform other related duties as required.

Qualifications

- (1) Computer knowledge and demonstrated proficiency in running zoom meetings, and using MS Word, Excel, Outlook, & other email formats
- (2) Knowledge and experience in online platforms such as Website management, Facebook and other social media tools.
- (3) Willingness to learn, adapt & explore technology to improve communication and promotion of programs, activities and events of the Centre.
- (4) Strong social and interpersonal skills.
- (5) Solid mathematical skills.
- (6) Ability to work in a team environment.
- (7) Desire to work with older adults and volunteers.
- (8) Initiative and ability to work with minimal supervision.
- (9) Ability to multi-task and prioritize independently.
- (10) Physically capable to lift and carry up to 20 lbs (moving chairs, tables and program equipment required).
- (11) Certification in CPR & First Aid an asset. Double Vaccination and Criminal Record Check required.