



EarlyON Program Assistant

Casual · Full-time · Non-unionized

Are you between the ages of 15 and 30? Are you looking to gain experience working in the child care sector? Andrew Fleck Children's Services (AFCS) is looking to hire a Program Assistant to work at our EarlyON Child and Family Centre! As Program Assistant, you will provide support to the EarlyON Team by assisting in urban nearby nature programs and indoor playgroups to families and children as well as help in the program planning and preparation of materials. You will also support with virtual programs and newsletter content.

These positions are partially funded through Canada Summer Jobs (CSJ), an initiative to help youth gain job skills and experience. Maximum age requirement for the CSJ program is 30 years of age. To be eligible, applicants must be between the ages of 15 and 30 and must be a Canadian citizen or Permanent Resident.

Available from: October 18th, 2021 to December 10th, 2021
Salary: \$17.11 per hour + 4% vacation pay
Hours: 35 hours per week
Location: EarlyON Child and Family Centre, 2230 Don Reid Drive
Closing date: September 26th, 2021
Apply: E-mail: hrrecruiting@afchildrensservices.ca

What Andrew Fleck Children's Services offers...

- ✓ Competitive salary
- ✓ A unique culture that fosters leadership, responsiveness, communication, and teamwork
- ✓ A place where your opinions will be respected and your contributions valued
- ✓ A chance to grow – personally and professionally – through our comprehensive orientation program, on the job learning, and in-house and external training
- ✓ A strong commitment to equity and diversity in the workplace and community

In this role you will...

- ✓ Carry out various administrative functions to support the EarlyON Team
- ✓ Develop activities incorporating outdoors and nature, and support facilitation of indoor and outdoor programs for children and families
- ✓ Assist in the set up of playgroup in various indoor and outdoor environments
- ✓ Support the preparation and facilitation of virtual programs for families and children
- ✓ Develop documents, handouts, flyers, and presentations with existing content
- ✓ Support the content for our weekly newsletter
- ✓ Assist with the toy library
- ✓ Research and complete special projects

To qualify for this role you have...

- ✓ Clear Police Record Check (Vulnerable Sector) completed in the last 6 months
- ✓ Fluency in both official languages, written and verbal required
- ✓ Experience working with children and families
- ✓ Excellent knowledge of Microsoft Office Suite and Desktop Publishing software
- ✓ Strong research skills
- ✓ Ability to organize and prioritize work
- ✓ Physical ability to lift or move equipment up to 60 lbs is required

It would be an asset if you had...

- ✓ Experience in creating posters, presentations, infographics, social media posts, and newsletters
- ✓ Current Standard First and CPR Certification

We are an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted. Should the applicant require any accommodations during the application process please notify Human Resources at

hrrecruiting@afchildrensservices.ca

APPLY TODAY!