



Intergenerational Project Assistant

Temporary · Full-Time · Non-Unionized

Andrew Fleck Children's Services is looking to hire an Intergenerational Project Assistant to contribute and support the planning and execution of intergenerational child care programs at Andrew Fleck Children's Services. With guidance from the project team, you will support and sometimes lead the required preparation, planning, and relationship building with existing services for seniors, to identify and develop steps necessary for the implementation of intergenerational child care programming in three (3) unique settings with AFCS.

Confirmation of full vaccination for COVID-19 is a requirement of employment with Andrew Fleck Children's Services

Available from: December 6th, 2021 (Three (3)-year contract with possibility of extension)

Salary: \$27.05 to \$31.65 per hour

Hours: 35 hours per week

Location: 700 Industrial Avenue

Closing date: November 25th, 2021

Apply: E-mail: hrrecruiting@afchildrensservices.ca

What Andrew Fleck Children's Services offers...

- ✓ Competitive salary
- ✓ Comprehensive benefits package including 3 weeks of vacation, Health benefits with Canada Life
- ✓ 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 workshops, mentorship programs and courses, to upgrade skills, and develop new areas of expertise
- ✓ Participate in career development opportunities for a variety of different position types available within the AFCS organization
- ✓ A strong commitment to equity and diversity in the workplace and community

In this role you will...

- ✓ Build and maintain community connections to support the understanding and development of intergenerational childcare programs
- ✓ Contribute to overall project planning, project workplan objectives and project timelines; plan meetings and prepare meeting notes
- ✓ Prepare project research, surveys, information analysis, interpretative summaries and project reports
- ✓ Develop resources and materials for internal and external consumption
- ✓ Communicate effectively and inclusively with internal and external clients
- ✓ Organize focus groups, deliver information sessions, and lead special events
- ✓ Deal with confidential and sensitive information in a professional manner
- ✓ Promote AFCS programs, and Intergenerational project features internally and externally through website, social media etc.
- ✓ Assist with financial management of the project by coordinating expenses, preparing budget projection plans, and creating cost analysis reports and financial spreadsheets

To qualify for this role you have...

- ✓ Early Childhood Education or equivalent plus specialized courses or certificates with concentration in working within the older adult sector, office procedures, office management or other relevant areas
- ✓ Experience within the early learning and care field or other related fields
- ✓ Previous experience in an administrative role/client service role (1+ years)
- ✓ Good knowledge of older adult organizations and resources
- ✓ Clear Police Record Check (Vulnerable Sector) completed in the last 6 months
- ✓ Focus and attention to detail is a key function of this position
- ✓ Strong computer skills, specifically MS Word, Excel, and previous experience or an aptitude for database software is essential
- ✓ Fluency in both official languages, written and verbal an asset
- ✓ Excellent interpersonal communication skills, written and verbal to maintain internal and external customer relationships
- ✓ Ability to work and think independently and creatively without direct supervision
- ✓ Ability to assess need for improvements to systems and procedures
- ✓ Ability to be sensitive to others, respects individual and cultural differences
- ✓ Ability to work as an integral member of the Agency
- ✓ Ability to work under pressure and meet deadlines

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!