



Program Assistant

Job Location	Canada-Ontario-Toronto
Job Type	Contract, Full-Time
Temporary Duration	12 months
Salary/Rate	\$14.25/hour
Start Date of Employment	Immediately
Travel Required	Not Required
Educational Requirements	High School or GED. College Diploma is an asset
Languages Required	English. Russian is an asset

Investing In Neighbourhoods - Eligibility Criteria:

To apply for job opportunities through the Investing in Neighbourhoods Program, interested candidates must be OW participants living in Toronto. Investing in Neighbourhoods job opportunities are in not-for-profit community organizations and enable OW participants to: increase their skill level, develop contacts with employers, and obtain references with the goal of securing permanent employment.

Job Description:

- Assist on-site with Meals on Wheels and Screening Station
- Assist with food preparation, food storage and inventory control for the Meals on Wheels program
- Assist with the portioning service of food for the Meals on Wheels program according to specific dietary needs as documented
- Ensure meals are distributed as per assigned routes.
- Assist with preparing Meals on Wheels routes and volunteer scheduling
- Provide coverage for the Screening Station
- Ensure the Screening Station is stocked with adequate supplies; forms and other items
- Assist with virtual programs and the delivery of phone conferencing programs as needed. May be done remotely from home.
- Perform other duties which may be assigned from time to time

Requirements/Qualifications:

- Post-secondary education from a recognized college is an asset
- Good interpersonal and communication skills
- Attention to details and good organizational skills in a fast paced environment
- Knowledge of Microsoft Office programs including Word, Excel, Outlook, and PowerPoint
- Comfortable working online and experience using Zoom is an asset
- Good oral and written skills in English. Verbal skills in Russian are an asset
- Experience working with older adults
- Have access to a home computer or laptop for work from home tasks

How to Apply:

If you meet the qualifications above and are interested in applying to this position, please visit <https://career17.sapsf.com/sfcareer/jobreqcareer?jobId=696&company=tessprd> to apply.

We thank you for your interest; however only those candidates selected for an interview will be contacted. For further assistance, visit your local Toronto Employment & Social Services Employment Centre.

Bernard Betel Centre is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for disability during any stage of the recruitment process, please indicate this on your application.