

**Program Assistant**

Bernard Betel Centre – Toronto, ON

Duration: contract, 14 weeks

Salary/Rate: \$14.25/hour – 30 hours/week

Start Date of Employment: May 3, 2021

The Bernard Betel Centre is a vibrant, growing, active community centre for older adults, offering over 120 programs each week to seniors (55+) in the community. We are a non-profit organization with over 2,300 members and many more non-members; participating year round in special events, courses, volunteer opportunities and many other offerings. During the COVID-19 pandemic, the Bernard Betel Centre is focusing on preparing and delivering thousands of our Meals on Wheels to the community, facilitating dozens of different online and phone conferencing programs, providing safe foot care services in our Chiropody Clinic, offering engaging and meaningful volunteer opportunities, and providing virtual and phone-based community support services.

The position of Program Assistant will include both remote work and in-person work at the Bernard Betel Centre. Any work at the Bernard Betel Centre will follow strict COVID-19 safety and physical distancing measures.

2021 Canada Summer Jobs - Eligibility Criteria:

To apply, applicants must meet all of the following requirements:

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment;
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

Job Description:

- Assist with planning and facilitating our online, phone conferencing and in-person (as allowed) programs for seniors;
- Assist with our Meals on Wheels program;
- Assist with providing telephone check-in calls to members and clients;
- Assist with the Volunteer Services program;
- Perform administrative and other duties as required

Requirements/Qualifications:

- Pursuing or obtained a post-secondary education in recreation, social services, social work, volunteer management, health promotion, gerontology, or other related field;
- Proficient with MS Outlook, Word, Excel, PowerPoint and Publisher;
- Excellent oral and written skills;
- Excellent organizational and time management skills;
- Self-motivated and able to work remotely;
- Experience with Zoom is an asset;
- Access to a computer or laptop at home is an asset;
- Knowledge of gerontology and/or experience working with seniors is an asset;
- Proficient verbal and written skills in Russian, Hebrew, French or Spanish is an asset

Please submit your cover letter and resume to **Maria Lindgren** at marial@betelcentre.org. We thank you for your interest, but only candidates selected for an interview will be contacted.

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.