

Job Opportunity

Position: **Program Assistant – Education**

Tasks and Responsibilities:

Under the Canada Summer Jobs program, we are committed to providing youth with an early work experience that focuses on promoting equity and addressing barriers people face on the basis of sex, race, class, age, sexual orientation, gender identity or expression, religion, national or ethnic origin, mental or physical disability.

The successful job candidate will be given the opportunity to develop the skills needed to work with a broad range of people including those experiencing income/food/housing insecurities, settlement challenges, domestic violence, mental health concerns and substance use concerns post-traumatic stress, and other challenging life events.

You will be working specifically with seniors, women who have experienced abuse and other vulnerable seniors to conduct research, deliver educational activities and provide a wide range of senior support services, while receiving thoughtful and competent supervision and mentoring.

We will introduce you to anti-oppressive practice and using a trauma-informed approach in service delivery.

Under direct and ongoing regular supervision, this candidate will:

- Assist the Seniors Coordinator with preparation and running of both virtual and in person groups
- With virtual groups assisting with set up and assisting seniors to troubleshoot technical issues and creating and supporting virtual activities
- With the in-person group program, assisting with planning and delivering group activities. Set up, clean up, support and encourage senior's participation in program
- Develop and implement outdoor activities such as field trips, picnics in the park and attending local community activities
- Conduct wellness calls to seniors, document summary of call and report any concerns or seniors needs to Seniors Coordinator
- Provide interpretation and translation in Portuguese and English
- Assist with form filling services for seniors such as support with Income Security applications, health and dental benefits, municipal property tax cancelations etc.
- Supporting research and evaluation within seniors' programs
- Utilize and update client database and maintain client electronic records in a timely manner
- Participate in staff meetings and special events as required

Hourly Wage: \$18

Total of 8 weeks, full-time, 35 hours per week.

Start Date: No earlier than May 6 and no later than July 8, 2024.



Connecting People to Possibilities

To apply send a resume and cover letter to info@abrigo.ca and in Subject line indicate: Canada Summer Jobs 2024 and position title.

The Government of Canada funded this job through the Canada Summer Jobs program. [Learn more about the program.](#)

To apply for this job, you must:

- Be aged between 15 and 30 years old on the start date of the job;
- Have a valid Social Insurance Number (SIN); and
- Be a Canadian citizen, a permanent resident of Canada, or a person who has been granted refugee status in Canada.

International students and other temporary residents of Canada are not eligible.