

SSSC PROGRAM ASSISTANT

PROGRAM ASSISTANT

If you are an energetic, creative and optimistic individual, looking for a position doing good things in our community, you are encouraged to consider joining our team.

Our agency needs a compassionate and highly organized Program Assistant whose primary focus will be supporting our Safe Seniors Strong Communities program. The successful candidate will assist senior staff with the delivery of programs designed to support local seniors, specifically with issues of food security and provide emergency response programs during the current pandemic.

The Program Assistant is a 37.5 hour/week position until **March 31st, 2023 (with possibility of extension based on funding)**.

Duties include:

- Volunteer support, including the onboarding of new volunteers into SSSC programs
- Schedule and organize services that respond to the Covid 19 pandemic (ie: grocery shopping, food bank support, and meal delivery) under the guidance of senior staff
- Represent programs to clients and volunteers and relay any issues to senior staff
- Answer voicemails and assess client needs

Your skill set should include:

- Ability to multi-task, working both independently and in a well working team
- Excellent communication skills, written and verbal
- Ability to maintain a compassionate approach when working with people in crisis

You are required to have a Criminal Record Check.

You will need reliable transportation and valid driver's licence.

This position is 37.5 hours/week until March 31st, 2023 (renewal is possible based on funding) and pays \$22.00/hour.

If you are interested in this position, please send a resume and cover letter to [hiring@nflabc.org](mailto: hiring@nflabc.org) by February 4, 2022 at 4 pm. Start date for this position is February 21, 2022.

NFLA embraces diversity in a serious way. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the stronger and more effective we will be in providing services to those in need.

Job Types: Full-time, Temporary, Contract

Salary: \$22.00 per hour

COVID-19 considerations:

Covid-19 policy in place and is kept up-to-date with Public Health recommendations