

Program Assistant – Temporary Part-Time

The Alliance for Children and Youth of Waterloo Region has a temporary position of Program Assistant available. This is a part-time position of 20 hours/week beginning in April 2009 and continuing until Dec. 31 2009. The position pays \$18 per hour. Continuation of this position may be possible.

The Alliance for Children and Youth is a coalition of child and youth-serving organizations and interested individuals working to enhance the well-being of children, youth and families in Waterloo Region. The successful candidate will work out of the Alliance office at 200 Ardelt Ave. in Kitchener.

The successful candidate will be responsible for supporting the work of the Alliance through administrative and communications assistance to the Alliance membership and Board of Directors through the Facilitator and Manager.

QUALIFICATIONS:

- A diploma / degree in administration, recreation, communications, psychology, social development, or related field.
- Above average written and oral communications skills;
- Demonstrated administrative skills and a working knowledge of Microsoft office programs;
- Demonstrated time management skills and the ability to meet deadlines;
- A minimum of one year experience working with or supporting community groups, committees or Boards of Directors;
- Demonstrated understanding of community development, group process and facilitation principles; and
- A working knowledge of children and youth services in Waterloo Region.

Access to reliable transportation is required.

ANTICIPATED TASKS:

1) Administration

- organizing and updating information, managing archives, maintaining website
- tracking memberships, expenses
- recording and preparing minutes

2) Communication

- writing, updating, editing content for Alliance publications (e.g. brochures, letters, website, e-bulletins)
- conducting environmental scans for relevant material
- communicating progress, key actions, organizational details to working groups

3) Volunteer / Members Support

- supporting working groups / project work
- coordinating planning of events and meetings
- liaising with members, supporting connections and informal networks

Please submit a resume and cover letter that clearly states how you fulfill the above qualifications to:

Christine Bird
Facilitator and Manager
Alliance for Children and Youth of Waterloo Region
200 Ardelt Ave. Kitchener, ON
N2C 2L9
christine@allianceforchildrenandyouth.org

We thank all those who apply. Only those granted an interview will be contacted.

Deadline for application: March 23, 2009 @ 9:00 a.m.