



Program Assistant – Job Description

Title: Program Assistant
Reports to: Executive Director
Duration: May 24 –July 26, 2022 (9 weeks)
Wages: \$15.50 per hour for 30 hours per week
Location: Tiverton, ON

Duties:

The Program Assistant will support the execution of community programs offered through Huron Shores Hospice. With guidance from the Executive Director, the incumbent will be responsible for the coordination, planning and evaluation of various programs including Grief Recovery, Death Doula, Virtual Reality, Death Cafes and End of Life Education. The Program Assistant will have an opportunity to assist in the planning and coordination of End of Life Planning Workshops, as a project, with the goal of planning a virtual workshop. Working with the Community Engagement Coordinator, the Program Assistant will have the opportunity to assist with outreach and promotion for our community programs, distributing to and advertising in the target communities. The position will also include assisting the Community Engagement Officer in tasks related to fundraising and event planning. The Program Assistant will provide administrative support to the Executive Director as required, helping to ensure that both our community programming and our residential hospice services are of exceptional quality.

Eligibility Criteria:

Must be between 15 and 30 years of age at the start of employment; must be a Canadian Citizen, permanent resident or person to whom refugee status has been conferred under the *Immigration and Refugee Protection Act*; must be legally entitled to work according to the relevant provincial/territorial legislation and regulations. Given our focus on the health and welfare of our residents, their family members, our staff and volunteers and the staff and residents of Tiverton Park Manor, evidence of full vaccination for COVID-19 is required of the successful candidate prior to the first day of work.

Skills and Aptitudes:

Understanding of the organization's mission.

Excellent oral and written communication skills, good organizational skills, flexibility, effective interpersonal skills, good attention to detail and be able to work independently from home if required by COVID restrictions.

Computer literacy (Microsoft Office, Excel, PowerPoint, and Outlook) and familiarity with social media platforms.

Experience with Canva or similar software as well as database management would be an advantage.

General:

Of interest to individuals planning to pursue careers in community development, special event planning, office administration, business or not-for-profit management. Daily supervision by Executive Director and board members. Predominantly day-time hours with some evening hours as required. Huron Shores Hospice is an Equal Opportunity Employer and is committed to providing equal employment opportunities to employees and applicants for employment.

To Apply:

Send resume and cover email to Cathy Herbert, Huron Shores Hospice, cathy@huronshoreshospice.ca by May 6, 2022.