



JOB POSTING

CONTRACT POSITION: PROGRAM ASSISTANT (ASPIRE)

ABOUT US

Safe City Mississauga, a registered charitable organization, is guided by the vision of Mississauga being a crime free city to live, work and play and is mandated to provide programs, services and information that contribute to the prevention and reduction of crime and the promotion of community safety initiatives in the City of Mississauga.

POSITION

Safe City Mississauga is seeking a part-time (7 hours/ week) Program Assistant for the Aspire program. This position requires strong coordination and communication skills, knowledge of child and youth development, knowledge about the Ontario Education system, evaluation skills, ability to develop programing, and the ability to coordinate and oversee volunteers. The successful candidate will be responsible for organizing Aspire site scheduling and effectively coordinating and overseeing volunteer attendance, hours, scheduling, and task performance of volunteer team. The Program Assistant (Aspire) will report directly to the Community Services Manager.

TERMS

- Status: Contract – Part Time
- Duration of Contract: 10 weeks (*October – December 2019*)
- Hours of Work: 7 hours per week. Non-standard work week. Must be able to work some evenings and weekends as required.
- Compensation: \$14/hour
- Location: Mississauga, Ontario
- Police background check required/ CPR and First Aid Certification an asset.
- Clean driving licence and reliable access to a vehicle an asset.
- Reference checks will be conducted prior to extending an offer.

QUALIFICATIONS AND SKILLS

<i>Qualifications</i>	
Education	<ul style="list-style-type: none"> • High school diploma • Post-secondary Degree or Diploma in a relevant discipline preferred (e.g. social work; teaching; community development; criminology; program or project management)
Knowledge	<ul style="list-style-type: none"> • An academic understanding of the causes and effects of crime • A practical understanding of program and project delivery • A practical understanding of the non-profit sector • An understanding of how economic, cultural and societal change impacts the behaviour of people • Knowledge in executing evaluation plans in alignment with an established framework is considered an asset

Work Experience	<ul style="list-style-type: none"> • Working with children and youth in a supervisory capacity. • Office administration experience • Non-profit experience preferred
Competencies/ Skills	
Management / Coordination	<ul style="list-style-type: none"> • Responsible for organizing Aspire site scheduling. • Effectively coordinate and oversee volunteer attendance, hours, scheduling, and task performance of volunteer team. • Coordinates and prioritizes tasks appropriately for program delivery. • Responds to requests for information in a timely manner.
Communications	<ul style="list-style-type: none"> • Ability to express oneself and communicate with others verbally • Ability to work collaboratively and build relationships • Ability to provide guidance and support to volunteers through effective communication practices • Ability to provide information regarding Aspire to parents, families, and the general public as appropriate • Ability to form meaningful relationships with individuals and groups within a diverse community context
Technical	<ul style="list-style-type: none"> • Proficient in Microsoft Office (Word, Excel, and Google Docs) • Proficient in online productivity tools (e.g. survey tools)
Organizational/ Time Management	<ul style="list-style-type: none"> • Strong planning and time management skills sufficient to prioritize role deliverables and meet weekly reporting and activity deadlines
Problem Solving	<ul style="list-style-type: none"> • Anticipates, identifies, and defines problems • Seeks root causes • Develops and implements practical and timely solutions
Accuracy	<ul style="list-style-type: none"> • Ability to process information with high levels of accuracy
Interpersonal	<ul style="list-style-type: none"> • Demonstrates exceptional customer service skills e.g. assertiveness, listening, empathy, positive attitude • Well-spoken, confident in delivering presentations, can handle competing multiple priorities • Personable and approachable • Communicates with tact and empathy • Displays flexibility and resiliency in a changing environment

TO APPLY

Please send your electronic application to csmanager@safecitymississauga.on.ca by 11:59 pm on Sunday, September 22nd, 2019. Applications received after this time will not be considered.

Your application should include: (a) a cover letter explaining your interest in the position and why you are well suited for it, (b) your curriculum vitae/ resume, (c) and a list of at least two non-personal references.

We thank all applicants, however, only candidates selected for an interview will be contacted. This position is not eligible for relocation assistance. No agencies and no phone calls, please. Nothing in this posting should be construed as an offer or a guarantee of employment. Successful candidates are expected to undergo a police reference check.

Safe City Mississauga is an equal opportunity employer, welcomes diversity in the workplace, and encourages applications from all qualified individuals including women, members of visible minorities, aboriginal persons, and persons with disabilities.