

Position Description

Position Title

Program Assistant

Reports To

The Program Assistant will report to the Executive Director and be supervised by a Program Coordinator

Position Overview

Program Assistants help to plan, promote, and implement programs, events, and projects that align with The Fed's mission and goals. This can involve creating materials, identifying costs and resources needed, community outreach and partner development, participant and volunteer engagement, reporting on progress, and evaluation. This position is essential to the Fed being able to provide engaging, relevant programs for youth in and from government care.

Responsibilities and Duties

1. Helps to plan, promote, and implement programs in collaboration with others.
2. Provides youth with general support and encourages their leadership, development, and engagement.
3. Supports effective community partnerships with youth, staff, and allies that support the achievement of the program goals.
4. Adheres to Fed code of conduct, policies, guidelines, and Fed approved communications messaging.
5. Helps ensure supplies and materials required to implement programs are available and provided to participants.
6. Helps plan and implement the venue set up and take down for the program both in person and virtually.
7. May support the administration of bursaries/grants/honoraria.
8. Drafts and supports the development of materials as appropriate to the program.
9. Helps maintains relevant program records and enters all relevant data into the appropriate system(s) in a timely manner.
10. Researches information and gathers, analyzes, and summarizes various data.
11. Helps prepare reports on program activities, outcomes, and key statistics from a variety of sources.
12. Helps conduct relevant evaluations of program activities.

13. Flags emerging issues or trends that could impact program effectiveness.
14. May assist with fund development for the program.
15. Performs miscellaneous duties as assigned.

Competencies

PEOPLE & INTERPERSONAL SKILLS – Actively Builds Relationships and Partnerships; Maintains Professional Boundaries; Understands Social and Political Dynamics; Responsive to Other's Needs; Demonstrates Honesty and Integrity; Trustworthy; Active Listener; Addresses Conflicts Positively; Collaborative; Encourages Others; Encourages Accountability; Tactful and Considerate; Supports Feedback; Friendly Demeanor; Strengths Based; Compassionate and Empathetic; Consistent; Shares Perspective

DELIVERS RESULTS – Keeps Commitments; Meets Deadlines; Sets Relevant Goals; Persistent; Overcomes Obstacles; Dependable; High Level of Output; Accurate; Achieves High Quality Outcomes; Focused; Efficient; Follows Policies & Procedures; Follows Direction

PROMOTES EQUITY, DIVERSITY & INCLUSION – Maintains a Broad Perspective; Respects All People; Recognize and Embraces Differences; Understands Impact of Systemic Barriers and What Creates Inequitable Outcomes; Creates Common Ground; Aware of Biases; Open; Non-Judgmental; Culturally Appropriate

SELF AWARENESS & DEVELOPMENT – Practices Self-Care; Demonstrates Resilience; Continuous Learning and Reflection; Utilizes Strengths; Displays Confidence; Demonstrates Passion for Work; Positive Attitude; Recognizes Capacity

PROJECT MANAGEMENT – Delegates; Integrates Ideas; Sets Expectations; Celebrates Milestones; Provides Direction; Effective Planning; Keeps Organized; Manages Multiple Demands; Decisive and Sound Judgement; Manages Resources; Sets Realistic Goals; Develops Contingency Plans; Time Management; Maintains Safety Awareness; Supports and Mentors Others; Purposeful Meetings; Motivates Others

COMMUNICATION – Understands Audience; Shares Information; Articulates Thoughts Clearly; Factual; Uses Good Grammar, Spelling, and Sentence Structure; Uses Various Mediums; Straightforward and Logical Content Delivery; Engages Audience

DIGITAL SKILLS – Maintains Information Security and Integrity; Effectively Uses Various Digital Tools and Platforms

PROBLEM SOLVING – Analyze Problems; Evaluates Information; Considers Alternatives; Considers Consequences; Generates Effective Solutions

CREATIVITY & INNOVATION – Thinks Outside the Box; Generates and Builds on Ideas; Encourages Healthy Risk Taking; Fails Forward; Encourages Continuous Improvement; Forward Thinking; Embraces Change; Builds Best Practice; Takes Initiative; Resourceful

PROFESSIONALISM – Shows up on Time; Follows Dress Code; Communicates Schedule Changes; Maintains Organized Workspace; Respects Shared Spaces

YOUTH ENGAGEMENT - Involves youth in planning and in making decisions that affect themselves, others, and our organization

YOUTH DEVELOPMENT - Focuses on a young person's gifts, talents, current skills and abilities, as well as their potential for further develop in these areas. Provides youth with a positive, strengths-focused approach to personal development

YOUTH SUPPORT – Helps youth to connect with the resources and supports they need; Helps youth to advocate for themselves

YOUTH LEADERSHIP – Creates opportunities for youth to show up and give back. This includes everything from being present, providing support and encouraging others, acting as a role model, and leading oneself and others.

GENERAL ADMINISTRATION - responds promptly to phone calls and emails; keeps electronic and paper records updated; submits expense reports & payment requests in timely manner

Qualifications & Requirements

- Criminal Record with Vulnerable Sector Check Clearance Letter
- Valid BC Class 5 Driver's License with Clean Driver's Abstract (preferred)
- Emergency First Aid & CPR Level A
- Applied Suicide Intervention Skills Training or equivalent
- Cultural Awareness Training
- Minimum of 1 Year of experience in the youth sector or a combination of education and experience
- Basic knowledge and competency with Microsoft suite of programs (I.e. Office, Outlook, Teams, SharePoint, etc.)
- Keyboarding ability at 40 words per minute with 80% accuracy
- Knowledge of child welfare system in BC and the needs and issues of youth impacted by this system.

Work Environment & Conditions

- Mainly office environment with long periods of sitting and computer use
- Some off site and/or overnight programming usually in a camp like setting
- Travel within and outside of BC
- Moving and lifting a variety of items weighing up to 15-20 lbs