

**Program Assistant**

Bernard Betel Centre – Toronto, ON

Job Type: Contract, Full time

Temporary Duration: 8 weeks

Salary/Rate: \$11.40/hour – 30 hours/week

Start Date of Employment: June 26, 2017

The Bernard Betel Centre is a vibrant, growing, active community centre for older adults, offering over 120 programs each week to seniors (55+) in the community. We are a non-profit organization with over 2,300 members and many more non-members; participating year round in special events, courses, volunteer opportunities and many other offerings.

2017 Canada Summer Jobs - Eligibility Criteria:

To apply, applicants must meet all of the following requirements:

- Be between 15 and 30 years of age at the start of the employment;
- Have been registered as full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*, and,
- Be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Job Description:

- Assist with planning, implementing and evaluating programs for seniors including special events, discussion groups, recreation programs and wellness programs, including our Canada Day 150th Birthday Celebration;
- Prepare publicity, including designing flyers, for programs and events;
- Perform other duties as required

Requirements/Qualifications:

- Pursuing a post-secondary education in recreation; social services or other related field;
- Proficient with MS Outlook, Word, Excel, and PowerPoint ;
- Proficient with Facebook and Twitter;
- Excellent oral and written skills;
- Excellent organizational and time management skills;
- Knowledge of gerontology and/or experience working with seniors is an asset;
- Proficient verbal and written skills in Russian, Hebrew, French or Spanish is an asset

Please submit your cover letter and resume by email to: Katie Giles, Director, Programs and Communications, at katieg@betelcentre.org. We thank you for your interest, but only candidates selected for an interview will be contacted.

Bernard Betel Centre is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for disability during any stage of the recruitment process, please indicate this on your application.