

**Program Assistant**

Bernard Betel Centre – Toronto, ON

Duration: contract, 12 weeks

Salary/Rate: \$16.55/hour – 30 hours/week

Start Date of Employment: May 13, 2024

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

**2024 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;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment;
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

**Job Description:**

- Assist with planning and facilitating our online and in-person programs for seniors;
- Assist with our Meals on Wheels program;
- Assist with the Volunteer Services program;
- Perform administrative and other duties as required

**Requirements/Qualifications:**

- Pursuing or obtained a post-secondary education in recreation, social services, social work, volunteer management, health promotion, gerontology, or other related field;
- Proficient with MS Outlook, Word, Excel, PowerPoint and Publisher;
- Excellent oral and written skills;
- Excellent organizational and time management skills;
- Experience with Zoom is an asset;
- 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 to **Maria Lindgren** at [marial@betelcentre.org](mailto:marial@betelcentre.org). We thank you for your interest, but only candidates selected for an interview will be contacted.

**Statement on Employment Equity and Diversity**

We are committed to ensuring that members of traditionally marginalized groups from a broad range of communities feel empowered to apply for positions within the organization. We encourage qualified applicants to consider work and volunteer opportunities with the Bernard Betel Centre as we recognize that a diverse workforce and volunteer base are critical to accomplishing our mission. The organization is dedicated to taking proactive steps to overcome historical patterns of discrimination in our society, which have created barriers of race, colour, religion, sex, national origin, age, disability, language, class, sexual orientation, and gender identity or expression for some individuals and have resulted in the denial of their full participation in society.

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.