

JOB POSTING

**Program Assistant, Pathways to Education**

**(35 hours per week for 8 weeks at $15 per hour)**

Unison Health and Community Services is a non-profit, community-based organization that serves neighbourhoods in North West Toronto. Operating out of six locations, Unison offers core services that include primary health care, counselling, health promotion, Early Years programs, legal services, harm reduction programs, housing assistance, adult protective services, Pathways to Education™ and a Diabetes Education Program. Unison’s mission is working together to deliver accessible and high quality health and community services that are integrated, respond to needs, build on strengths and inspire change.

Unison Health and Community Services is committed to working from an inclusive, pro-choice, sex positive, harm reduction, anti-racist, anti-oppression and participatory framework.

We are currently seeking a Program Assistant for our Pathways to Education Program. Reporting to the Director, Pathways to Education, the Program Assistant, with direction from the Administrative Assistant, will provide secretarial and administrative support to the Pathways Team.

# **Job Responsibilities:**

* Respond to general telephone inquiries, redirect or take phone messages;
* Provide reception duties at the program site where applicable, including greeting and directing visitors.
* Act as a resource to the Pathways Administrative Assistant.
* Maintain an efficient and organized office area, including orderly filing systems.
* Take minutes at program or community meetings when required.
* Provide support in setting up meeting space, including: furniture arrangements, AV equipment, and refreshments.
* Maintain internal and external program contact lists and facilitate communications when required.
* Compile and produce data reports upon request.
* Ensure accuracy and completeness of client, volunteer, and relevant personnel records;
* Provide administrative support for student registration process;
* Co-ordinate language interpretation and translation services for Pathways program;
* Provide administrative support to Pathways Academic Student System (PASS) implementation process.
* Perform data entry – attendance (school, tutoring, mentoring), research data, etc., as required.
* Telephone students and families (support for all program areas) to communicate program information;
* Complete maintenance and IT requests;
* Complete printing, envelope stuffing, and other information dissemination;
* Complete photocopy requests;
* Other duties as required.

# **Job Qualifications:**

* Excellent customer service skills;
* Demonstrated ability to work effectively independently and as a member of a multi-disciplinary team.
* Effective communication, interpersonal, organizational and administrative skills;
* Post-secondary diploma or degree in office administration or related program and/or related experience;
* Ability to multitask in a very busy team environment;
* Proficiency in Microsoft Office applications (Word, Excel, Outlook, Publisher, PowerPoint);
* Demonstrated knowledge of, and sensitivity to, the impact of social, economic, environmental and cultural issues on diverse communities;
* Excellent interpersonal skills with colleagues, students, community members, volunteers, etc.;
* Excellent English communication skills, both written and verbal, with individuals and groups; knowledge of a second (or more) language and culture is an asset ;
* Ability to work flexible hours.

# **To qualify for this position under the Canada Summer Jobs Program, candidates must:**

* 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.
* be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

Interested candidates are asked to email a résumé with covering letter by Thursday, June 9, 2022 by 4:00 p.m. to:

Hiring Committee – Pathways Program Assistant

Unison Health and Community Services

hirings@unisonhcs.org

**Please cite UN\_2022\_024 in the subject line of the email.**

**Please be advised that our organization requires all staff, students, and volunteers to be fully vaccinated. Proof of vaccination can be obtained from the Ministry site.**

We welcome applications from people who are reflective of the diverse communities we serve, including those who might need accommodation.

Where needed, accommodations for applicants with disabilities will be provided, on request, to support their participation in all aspects of the recruitment process.

Please note that due to the volume of applications, only those applicants selected for interviews will be contacted.