

Job Description

Position: ALR Project Assistant

The Project Assistant will assist the Director of Older Adult Services in the planning, execution and supervision of the Abundant Life Reflections (ALR) project and its activities. Working with staff and volunteers, the Project Assistant will provide administrative support, operational support and project management guidance.

This role will start in June and finish by Dec 2018 and is estimated as follows:

- July to Aug: Attend and help out with day camp operations plus another day to prepare materials for the upcoming weeks' activities. Tue, Thu and Fri 9:30am to 4:30pm, approx 21 hours per week.
- Sept to early Dec: Help with daily operations and preparations for special events such as graduation, the public exhibition of the ALR project and a recognition/appreciation event. Approx 15 hours per week.

Key Duties / Responsibilities

- Ensure proper books and records are kept for the project
- Provide program support and logistics
- Prepare materials for daily programs and special events
- Answer general inquiries from clients and volunteers
- Keep accurate records of client registration
- Keep accurate records of volunteers and schedules
- Keep accurate records of instructors and schedules
- Keep accurate records of attendance for reporting
- Support program staff (Project Team, volunteer coordinators and community partners)
- Compile client feedback/satisfaction surveys
- Attend team meetings. Prepare meeting minutes as needed.
- Other duties include telephone calls, emails, filing, photocopying etc.

Skills / Requirements

- Previous experience in administration support, project or event management
- Strong organization skills and detail-oriented
- Good interpersonal and communication skills
- Able to work independently and work as part of a team
- Able to relate with diverse clientele in a compassionate and respectful manner and be sensitive to their needs
- Intermediate computer skills and knowledge of office equipment
- English plus Cantonese or Mandarin-speaking required
- Deadline for application ----- June 26, 2018

Interested candidates are asked to submit a detailed resume outlining their qualifications and experience to:

105 Gibson Centre
105 Gibson Drive, Markham, ON L3R 3K7
monicac@105gibson.com