



## **Program Assistant Position Description & Requirements**

### **Organization Profile:**

JA (Junior Achievement) Prince Edward Island is part of an International not for profit organization dedicated to educating youth on work readiness, entrepreneurship and financial literacy through a variety of programs offered to students within the school system. As a youth based organization, JA Prince Edward Island values creativity, energy and enthusiasm. Our organization provides participants a chance to enjoy an enriching experience that positively impacts our local youth along with the ability to build strong connections within our business and education community. On an annual basis, JA PEI provides programming to approximately 5,700 students in 274 classrooms across the Island. Programs are delivered to students at no cost to them or their schools.

**Position Summary:** The Program Assistant position is primarily responsible for assisting our High School Program Manager and Program Coordinator with ensuring that the program delivery goals of our organization are fulfilled at the Elementary, Intermediate and high school level. The candidate selected for this position will spend the majority of their time working in classrooms across PEI delivering our interactive, curriculum based programming to students.

**Reports To:** Sr. Manager of Programs & Operations

**Time Frame:** Contract Term: September 23<sup>rd</sup>, 2019 –June 5<sup>th</sup>, 2020.

**Hours:** This position will be primarily Monday –Friday with the majority of hours worked between the hours of 8:30am and 4:30pm. Flexibility may be required on occasion to accommodate travel for occasional program delivery schedules or events.

**Salary:** \$15.00 per hour based on a 37.5 hour work week

**Location:** JA PEI will provide office space at 305 Kent Street, Charlottetown, PEI. This position will require the chosen candidate to travel to schools across the Island in order to accommodate program delivery and other activities.

### **Duties:**

The successful candidate will work under the direction of the Sr. Manager of Programs & Operations and alongside the High School Program Manager and Program Coordinator and will have the ability to:

- Deliver programs to students in grades 3, 4, 5, 8 and 10-12.
- To fill in for Company Program volunteers when needed. This includes in school and afterschool programs.
- Attend trade shows and networking events to help recruit volunteers and promote JA PEI.
- Collaborate with the High School Program Manager to plan and organize business mixers as well as selling events for the Company Program Students.
- Assist the Volunteer Development Manager with the delivery of volunteer recruitment presentations to local businesses and organizations.

- Assist program staff with the coordination of screening and training volunteers under JA Canada's National Screening Protocol for the delivery of programs.
- Assist program staff with the coordination of volunteers and teachers for presentations and ensures that all parties have the necessary tools to complete the program deliveries.
- Collect data for program staff that aids in the completion of monthly, quarterly and yearly reports.
- A variety of other duties as required.

**Education & Skill Requirements:** The successful candidate must demonstrate the following:

- The successful candidate must have a post-secondary education.
- Education and experience in the field of Business, Commerce or Education would be an asset but not required.
- Must have experience working with youth. Preference will be given to candidates with experience working in a classroom setting.
- Working knowledge of The Raiser's Edge Database would be an asset but not essential.
- Proficiency in using Microsoft Office Suite, including Microsoft Word, Power Point, Publisher, Outlook and Excel.
- Must have excellent organization and problem solving skills.
- Solid time and project management skills with the proven ability to multi-task and to meet deadlines.
- Outgoing personality with strong networking and relationship management skills.
- Ability to establish and develop relationships with a wide range of individuals..
- Experience working in an office setting would be an asset.
- Excellent interpersonal skills, including the ability to work in a team to achieve results.
- Highly self-motivated with the ability to work with little supervision.
- Excellent presentation and communication skills (written and oral).
- Must have a valid driver's license and reliable transportation. Travel will be required across the province. Mileage will be paid for travel outside of Charlottetown.
- The successful candidate must undergo a criminal record check including a vulnerable sector search plus a driver's abstract.

**Please note:**

This position is made possible through the Work Experience PEI program which is funded by the [Department of Workforce and Advanced Learning](#) . To be eligible for this position,

- You must be legally authorized to work in Canada (Canadian citizen or permanent resident);
- You must have a current claim for Employment Insurance benefits; or
- You must have a previous EI claim whose benefit period ended within the previous 60 months; or
- an unemployed person who paid, in at least 5 of the last 10 years, employee's premiums that did not entitle the person to a refund (i.e. If the person made less than \$2,000 in earnings in a year, any EI premiums that they would have paid would be reimbursed);
- If currently employed, you must be working 20 hours or less;
- Other criteria may apply.

Interested applicants can forward resumes including references to [kcook@japei.org](mailto:kcook@japei.org). The deadline to submit resumes is August 30<sup>th</sup>, 2019.