



Position Title: Program Assistant  
Position Type: One year contract position  
Reporting to: Executive Director  
Hours of work: 28hrs/week  
Probation period: 3 months from start date

### **Come Work with Us!**

York West Active Living Centre (YWALC) is a not-for-profit organization that enriches the lives of adults 55 plus. YWALC supports healthy, independent living by providing innovative health and wellness programs.

YWALC understands the importance of an active, healthy lifestyle and therefore we strive to maintain a wide range of health and wellness programs, educational workshops and multicultural activities. Our membership and activities reflect the diverse population of our community and we enthusiastically accept the challenge of bringing forward new and exciting programs to meet the needs of all our members.

### **What is the opportunity?**

The Program Assistant will be responsible for the effective and responsive delivery of social, physical and health and wellness programming as well as information and referral services for our membership in both Spanish and English.

### **Centro Esperanza (HOPE) Programming - to be completed in Spanish**

- Research demographics to determine where best to concentrate outreach activities
- Be conversant with daily activities
- Create all promotional materials in Spanish
- Provide practical supports for program participants
- Establish relevant programming with the Manager, Direct Services
- Provide information, referral and accompaniment as needed to community services
- Other duties that may be deemed necessary from time to time that are within the ability of the Assistant

### **General YWALC Programming**

- Hands on program support to all members
- Assist with membership and program registration
- Handle cash transactions.
- Record and report program statistics using YWALC's client information software
- Program set-up for daily activities
- Work alongside Executive Director to liaise with Toronto Community Housing tenants
- Other duties that may be deemed necessary from time to time that are within the ability of the Assistant

## What do you need to succeed?

### Must-have:

- Fully proficient in Spanish and English
- Excellent working ability with Microsoft Office Applications
- Strong administration, research, and communication skills
- Willing to work occasional evenings or weekends
- Exceptional communication and interpersonal skills
- Ability to plan, organize, delegate and supervise programs
- Self-motivated, self-managing and high achieving
- Skilled at motivating, empowering others and team building
- Bondable, team player, able to multi-task
- Legally eligible to work in Canada

### Nice-to-have:

- Recreation Management in Gerontology, Community Worker or Recreation and Leisure Services Diploma an asset
- 2 years' minimum job-related experience an asset
- Relevant experience working in a volunteer driven environment

### Working conditions/requirements:

- Able to function in an environment that provides constant interruption and change
- Enjoy a constantly changing environment
- This position requires daily lifting, carrying, stretching, walking and standing as an essential job function

### What's in it for you?

We thrive on the challenge to be our best, progressive thinking to keep growing, and working together to deliver trusted advice to help our members thrive and communities prosper. We care about each other, reaching our potential, making a difference to our communities, and achieving success that is mutual.

- Continued opportunities for career advancement
- Ability to make a difference and lasting impact
- Work in a dynamic, collaborative, progressive, and high-performing team

Interested individuals should forward their resume and cover letter, written in Spanish and English to [info@ywalc.ca](mailto:info@ywalc.ca) **no later than May 24, 2024.**

Only candidates to be interviewed will be contacted. No phone calls please.

York West Active Living Centre is an equal opportunity employer who strives to develop an inclusive workforce that reflects our community. We encourage applications from women and men, people from racialized communities, visible minorities, persons with disabilities, aboriginal persons and people who identify themselves as LGBTQ+.

York West Active Living Centre is committed to providing accessible employment practices that are compliant with the Accessibility for Ontarians with Disabilities Act ('AODA'). Applicants need to make their request for accommodation known when contacted.