



**bernard betel centre**

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1003 Steeles Avenue West  
Toronto, Ontario M2R 3T6

## Program Assistant

Job Location	Canada-Ontario-Toronto
Job Type	Contract, Part-Time
Temporary Duration	12 months
Salary/Rate	\$14/hour - 30 hours/week
Start Date of Employment	Immediately
Travel Required	Not Required
Educational Requirements	College Diploma
Languages Required	English, Russian

### **Investing In Neighbourhoods - Eligibility Criteria:**

To apply for job opportunities through the Investing in Neighbourhoods Program, interested candidates must be OW participants living in Toronto. Investing in Neighbourhoods job opportunities are in not-for-profit community organizations and enable OW participants to: increase their skill level, develop contacts with employers, and obtain references with the goal of securing permanent employment.

### **Job Description:**

- Assist with planning, implementing and evaluating programs for seniors including recreation programs, special events, Russian-language programs, and day trips
- Prepare publicity, including designing flyers and event tickets
- Facilitate small discussion groups, including English conversation for Russian-speaking seniors
- Assist in the intake and orientation of new members
- Maintain attendance of programs and statistics of individuals attending programs
- Function effectively as part of a team of staff, volunteers and older adults
- Research speakers and entertainers for lectures and special events
- Perform other duties which may be assigned from time to time

### **Requirements/Qualifications:**

- Post-secondary education from a recognized university or college is an asset
- Good interpersonal, customer service and communication skills
- Good oral and written skills in English and Russian
- Proficiency in Microsoft Office programs including Word, Excel and Publisher
- Must be available Thursday evenings and Sundays

### **How to Apply:**

If you meet the qualifications above and are interested in applying to this position, please visit <https://www.brainhunter.com/frontoffice/seekerViewJobDetailAction.do?sitecode=pl666&jobId=2320196&page=search&external> to apply.

We thank you for your interest; however only those candidates selected for an interview will be contacted. For further assistance, visit your local Toronto Employment & Social Services Employment Centre.