



COMMUNITY PROGRAMS ASSISTANT

Job Title	Community Programs Assistant	Status:	Full Time, Permanent
Program/Team	Community Engagement & Health Promotion	Site:	Markdale & Dundalk
Shifts	Days, occasional evenings or weekends	Rate of Pay:	\$23.25 - \$26.42/per hour
Posting Date:	April 2, 2025	Closing Date:	April 16, 2025

The South East Grey Community Health Centre is a non-profit organization committed to providing primary care services and health programs to the residents of Chatsworth, Grey Highlands, Southgate and West Grey. We are building a healthier South East Grey Community through: health promotion, illness prevention & comprehensive, client-centered primary healthcare. Working closely with the Community Engagement & Health Promotion team, the **Community Programs Assistant** will play a key role in the smooth delivery and access to community based programming. This position involves working closely with clients, volunteers and an interdisciplinary health care team to facilitate client and volunteer engagement, produce effective and timely communications, operate programs when needed, and provide general administrative tasks for the programs team. Even if you don't have all the requirements listed in this position-you may be the right candidate. Apply and tell us what you'd bring to the team!

Responsibilities

- **Program Support:** Work with the team to support implementation and monitoring of health programs, including program promotion, registration, attendance, opening of and operation of programs, as appropriate
- **Administrative Assistance:** Scheduling, data entry, maintaining client and program records, develop communication and program materials, assist in preparing reports, assist in the collection of program evaluation data, and general administrative support for the Community Engagement Health Promotion team
- **Community Engagement:** coordinate outreach efforts through a variety of mediums, attend community events to promote programs, liaise with individuals, volunteers, staff and community partners to implement high quality, coordinated programs in the community
- **Client Interaction:** as a key contact for program questions and registrations, ensure client have all relevant information to attend programs and provide information/referral to other community services, assist with timely cancellation communication when needed
- **Collaboration:** Work with staff members, volunteers, and community partners, to provide staffing coverage for programs as needed
- **Volunteer Administration:** support volunteer recruitment, on-boarding, appreciation processes and management of volunteer records with attention to detail and with a volunteer-centered approach

Qualifications

- Post-secondary diploma or degree in relevant field & 2+ years of experience with program support
- A deep and abiding commitment to equity, diversity, inclusion, and anti-racism in all its forms
- Excellent written and verbal communication skills, in English; additional languages are an asset
- Excellent interpersonal skills with ability to work well with diverse populations
- Ability to work independently and self-directed, as well as part of the interdisciplinary team
- Proven ability to work in several computer and electronic systems including: Microsoft Office (outlook, word, excel), Electronic Medical Record, Canva, online meeting and scheduling software, social media tools, etc.
- Strong organizational, multitasking, and prioritization abilities, time management skills,
- Valid "G" drivers' license, access to a reliable vehicle, appropriate proof of personal insurance.

Qualified Candidates are encouraged to apply by **4:30 pm** on the closing date. Please submit your **resume and cover letter** to: crystal.ferguson@segchc.ca