



Competition No.: **2024-001**
Position: **Program Assistant**
Classification: **AY3 \$43,003.59 - \$49,155.51**
Conditions: **Full-Time (dependent on funding)**
Department: **Family Preservation Unit**
Location: **470 Notre Dame, Winnipeg**
Closing Date: **February 16, 2024**
How to apply: **Email: hr@secfs.ca Fax: 204-594-0499**

Reporting to the Family Preservation Manager, the Program Assistant will support the Southeast Child and Family Services Family Preservation Unit with various stages of program/event/workshop planning, community relations, budgeting, reporting, as well as related administrative tasks as assigned.

RESPONSIBILITIES:

- Providing administrative support for the Family Preservation Manager.
- Meeting with SECFS community partners to determine their self-identified needs in supporting the preservation of the family unit and working with them to achieve their goals.
- Acting as a liaison for all SECFS Family Preservation Program programs/events/workshops which includes assisting with all logistics, including booking facilitators, venues, transportation, accommodations, and purchasing supplies.
- Coordinating contract administration for all facilitators, contractors, vendors, and suppliers, ensuring that they are paid on time.
- Assisting with creating budgets and tracking expenses.
- Developing communications material including brochures, reports, and content for social media.
- Responding to inquiries from community participants, facilitators, SECFS staff, and others, answering calls and emails, and ensuring that everyone has the information they need.
- Assisting in the development of program assessment mechanisms, including surveys, attendance tracking, and other related performance metrics.
- Other duties as assigned

QUALIFICATIONS:

- Degree or Diploma with at least two years related experience (equivalent combination of experience and education may be considered)
- Proficiency with Microsoft Office applications and familiarity with Canva (or similar programs).
- Excellent project coordination, organizational, and administrative skills.
- Exemplary communication skills both verbally and in writing.
- Experience booking venues, arranging transportation, accommodations, and purchasing.
- Knowledge of basic marketing and promotional strategies.
- Creative thinking and problem-solving abilities.
- Capable of working independently and collaboratively in a participative work environment.
- Capable of being flexible, with sensitivity to changing situations and needs.
- Ability to prioritize workloads and manage tight deadlines.
- Ability to maintain confidential and/or sensitive information.
- Satisfactory Criminal Record; Child and Adult Abuse Registry; and, Prior Contact Check
- Valid drivers license and reliable vehicle

Preference will be given to Internal Candidates, Southeast members, and Indigenous people (First Nations, Métis, or Inuit).

All Indigenous applicants are asked to self-declare in their cover letter. We thank all who apply, however, only those who selected for an interview will be contacted.

We offer competitive wages and an exceptional benefits package.

Berens River First Nation - Black River First Nation - Bloodvein First Nation- Brokenhead Ojibway Nation
Hollow Water First Nation - Little Grand Rapids First Nation – Pauingassi First Nation - Poplar River First Nation