



POSITION POSTING

Programs Assistant, Wellspring Calgary

Full-time (up to 12 weeks)

Opportunity

Wellspring Calgary is grateful to have received grant funding through the Canada Summer Jobs grant to hire a full-time Programs Assistant (37.5 work week) June through August. Working collaboratively with our program team, the Programs Assistant will support the program team's daily activities for the people we serve (our members), at our centres – Carma House in Montgomery NW, Randy O'Dell House in Seton SE, and our Online House.

Wellspring Calgary is a warm and welcoming community that provides a comprehensive range of support, resources and programs so anyone living with cancer and the people who care for them can improve the quality of their lives. Our vision is: no one has to face cancer alone. All Wellspring Calgary's evidence-informed programs and services are offered free of charge and without referral across southern Alberta.

Wellspring Calgary is committed to being an inclusive organization – we welcome people with diverse backgrounds, experiences, and perspectives, which reflect the community where we work and live.

Responsibilities

Key activities and responsibilities include:

Members/Wellspring Experience

- Supports the program team on the phones
- Receives general inquiries from the community and members, directs callers as appropriate, and provides information as required
- Upholds Wellspring's culture of support and inclusion by prioritizing member needs

Programming

- Joins the program team and supports programs
- Answers member and volunteer questions related to programs and refers inquiries, where appropriate to the Centre Manager(s)
- Hosts Wellspring Calgary's online programs
- Supports the program team with program planning, delivery, and online hosting
- Attends Wellspring staff and program team meetings
- Supports the program team in preparing program supplies

Communications & Fundraising

- Helps acquire and write member stories, for use within the website and social media
- Works with the communications team to prepare, maintain and update website materials and other Wellspring information
- Provides support to fundraising events, including the Firefighter Stairclimb Challenge, casino, and Cancervive
- Assists in thank you calls and in creating a culture of philanthropy within Wellspring

Competencies

Experience

- Volunteer and charity sector
- Education/employment/other transferable skills
- High degree of technology proficiency including Office 365; comfort in learning applications an asset

Personal Suitability

- Highly effective interpersonal skills, loves to work with people
- Highly organized, with excellent problem-solving skills and attention to detail
- Ability and comfort working in a fast-paced environment
- Self-motivated and able to work independently in a hybrid work setting
- Warm, professional demeanor
- Ethical, personal integrity, sense of humour, strong team orientation, flexible, and able to receive productive feedback

Requirements

As per the Canada Summer Jobs grant you are:

- between 15 and 30 years of age (inclusive) at the start of employment;
- a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act*; and
- legally entitled to work according to the relevant provincial / territorial legislation and regulations.

Preference will be given to youth who are: early leavers of high school, not in employment, education or training, black and other racialized, indigenous, and/or with disabilities.

We support people living with cancer. Wellspring Calgary requires the successful candidate to provide proof of full immunization against COVID-19 with a vaccination approved for use by the government and/or public health agency, or a medical exemption as a condition of employment.

Working Relationships

- Reports directly to the Chief Operating Officer
- Strong collaborative relationships with the Program Coordinators and Centre Managers
- Works collaboratively with the staff, volunteers, Program Leaders and other community supporters to further the Wellspring Calgary vision and mission

Compensation

This full-time (up to 12 weeks) summer position pays \$18 per hour

Applying

To apply, submit a cover letter and resume in confidence, to: sheenac@wellspringcalgary.ca. Job posting will remain open until June 23, 2022 or until a suitable candidate is found.

We wish to thank all applicants for their interest, however, only those selected for interviews will be contacted. For more information about Wellspring Calgary visit wellspringcalgary.ca.