

Job Opportunity



Why the Y?

The YMCA of Southwestern Ontario is committed to the development of healthy communities. Our locations, programs and services are designed to help our members and participants grow in spirit, mind and body and are open to people of all backgrounds, beliefs, and abilities.

At the YMCA

you will feel connected to community, when your work positively influences the lives of others in so many ways.

- you will meet new people, while working at one of the most respected human services organizations in the world
- you will expand your knowledge base, where you can flourish in values-based environment.
- you will have career development opportunities where you build a better future for yourself and others.
- you will experience a rewarding job by helping support the building of healthy communities.

The YMCA of Southwestern Ontario is a multi service, non-profit values-based charity that serves Windsor-Essex, Sarnia-Lambton, Chatham-Kent, London, Middlesex-Elgin, Huron-Perth, and Oxford counties. Our services include: Childcare Services, school age programs, camp programs, health and fitness branches, community programs and newcomer services across the region. Our commitment includes a special focus on the region's children and youth. From the kids in our camps and those participating in soccer and swimming lessons, to youth who are new to our communities from around the world, the Y is committed to helping our next generation to grow and thrive, as healthy individuals and passionate future leaders.

Y not join the thousands of members, employees and volunteers and share our vision of a healthy community?

As we continue to grow, we have a need for the following position:

Position/Term: Program Assistant, WE Value

Location: In person at 500 Victoria Ave Windsor Ontario and remote required

Start Date: ASAP

Salary Range \$48,000 - \$51,000 per year

Type: Full Time Contract until March 31, 2024

Qualifications & Experience:

- College or University diploma in a relevant field
- Demonstrated understanding and sensitivity towards the challenges facing immigrant newcomers
- Previous experience working managing large scale projects or programs (an asset)
- Previous experience working within the Settlement Sector (an asset)
- 2-3 years of working experience in a related field
- The successful candidate must be fully vaccinated against COVID-19 at commencement of the agreement

Job Opportunity



- Competency with all Microsoft Office applications
- Competency with online meeting platforms, including Zoom, Microsoft Teams, etc.
- Excellent organizational skills
- Effective time-management skills with ability to meet deadlines, and achieve targets in a virtual and in-office team environment
- Effective attention to detail and a high degree of accuracy
- High level of integrity, confidentiality, and accountability
- Sound analytical thinking, planning, prioritization, and execution skills
- Effective communication skills
- Able to build and maintain lasting relationships with colleagues, community partners, key stakeholders, and government agencies
- Basic understanding of Salesforce is an asset
- General experience with digital applications and client management systems (an asset)
- Familiar with project management tools such as ClickUp (an asset)
- Must provide a current Criminal Record Check as per the Association's policy

Compensation/Benefits:

- Salary Range \$48,000 - \$51,000 per year
- A YMCA personal membership at our health and fitness branches
- A discount on our Childcare and Camp programs
- 12 paid personal days per year

Schedule:

- **Full time – 40 hours/weekday shift**

Responsibilities:

- Support the implementation of all program deliverables to ensure program exceeds set targets
- Create and manage a comprehensive program management plan, ensuring compliance of timelines and requirements
- Work closely with the WE Value Program Manager to monitor and track tasks, dependencies, and timelines while providing support as needed to the internal staff and project partners
- Conduct meetings to gather feedback, assign tasks, and coordinate program activities
- Support the development and ongoing implementation of technology solutions, including all ongoing updates and iterations.
- Explain and train front-line users on new technology solutions relevant to client management, including automation, artificial intelligence, referral tracking, digital transformation, and reporting
- Assist with the development of training materials and best practices in change management for organizations adopting new technologies
- Attend and taking meeting notes/minutes with clear action points, due dates, and context while ensuring clarity of roles, commitments, and milestones
- Respond and prepare communications to staff members, community partners, and others as required

Job Opportunity



- Book meetings and preparing agendas based on timelines and task dependencies through a collaborative process including meeting logistics, communication, and operating audio visual equipment
- Facilitate meetings to catalyze the development of innovative and collaborative solutions
- File materials in a shared drive to maintain important records
- Support project and program evaluation through report writing
- Support annual project evaluation and documenting the project and program milestones, events, and best practices
- Assist in managing and meeting budgetary objectives, adjusting as necessary
- Make and manage all necessary arrangements associated with the program including purchasing of materials and supplies, payments, recruitment of presenters etc.
- Perform risk management to minimize program risks
- Use and continually develop leadership skills
- Support community engagement team to facilitate outreach presentations, focus groups, and stakeholder training sessions
- Perform other duties driving towards overall program success

Learn more about the WE Value Program at www.wevalue.ca

To Apply:

1. In your cover letter, specifically state the position you are applying for and location. Please include specific information detailing how you meet the qualifications we require for this position.
2. Submit your cover letter, resume, and applicable attachments to Matthew Dunlop Program Manager for the WE Value Partnership at matthew.dunlop@swo.ymca.ca by January 24th, 2022, 8pm EST

We thank all applicants for their interest; however only those selected for an interview will be contacted.

The YMCA of Southwestern Ontario is committed to providing a barrier-free environment for all stakeholders including our members/participants, employees, job applicants, suppliers, and any visitors who may enter our premises, access our information, or use our services. As an organization, we respect and uphold the requirements set forth under the Accessibility for Ontarians with Disabilities Act (2005), and its associated standards and regulations.

Want to know more about us, visit us at: <https://www.ymcaswo.ca/> <https://www.facebook.com/YMCAofSWO/>