

## **JOB POSTING – CANADA SUMMER JOBS 2024**

**Stratford House of Blessing** is seeking an **Education Outreach Program Coordinator** for a 9-week position (30 hours/week) at \$16.50 an hour, funded through Canada Summer Jobs 2024. Applicants must meet these criteria: 1) be between 15 and 30 years (inclusive) at the start of employment; 2) be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* and 3) is legally entitled to work according to the relevant provincial legislation and regulations.

This position will be of special interest to those who are currently enrolled in or recently completed post-secondary education in the areas of: Social Work, Psychology, Development Studies, Educational or Social Service Worker. The successful candidate will report to the Executive Director and co-ordinate the Off to School Smiling Program. The Off to School Smiling program is offered to children and youth who struggle with low income. The employee will have the opportunities to assist in various areas (e.g., food bank, food delivery program, client form completions, telephone inquiries) to further develop a better understanding of non-profit organizations which provide programs and services for disadvantaged community groups, specifically all people regardless of race, religion, age, gender or ability who need help in our community.

### **Responsibilities may include performing any/all of the following duties:**

- Coordinate the Off to School Smiling program which provides backpacks and school supplies to school-aged children who are registered at Stratford House of Blessing including:
  - Preparation of materials, purchasing, and information logging of program materials.
  - Manage online bookings of Off to School Smiling using scheduling software.
  - Tracking of Off to School Smiling registrants for reporting purposes.
  - Responding by telephone and/or in person to client and donor inquiries.
- Assisting clients in completing forms as part of the intake process.
- Distributing of student kits in an organized and efficient manner.
- Assist the intake coordinators with screening and registration of clients based on assessed need.
- Assist with other programs and services of Stratford House of Blessing, as needed.
- Communicate effectively with participants, donors, volunteers and staff.
- Assist in other duties as assigned.

## **Qualifications:**

- Flexibility to respond to changes and willingness to do any task that is requested.
- Excellent leadership, organizational skills and the confidence to run and adapt the existing Off to School Smiling Program and propose adaptations.
- Strong interpersonal communication skills and ability to interact with a variety of people.
- An understanding of the necessity to apply ethics and client-confidentiality.
- Administrative competency skills including Word, Excel and keyboarding.
- Valid driver's license, auto insurance, use of own vehicle and ability to travel in Perth County.
- Ability and willingness to lift 30 lbs. repetitively.

**Applications should be emailed to Eva Hayes, Executive Director at [director@shob.org](mailto:director@shob.org)**

Position will be posted until filled, therefore, apply as soon as possible. **Please include a cover letter of up to 500 words indicating your background, volunteer experience, and why you are interested in this position.** For more information about the Stratford House of Blessing, visit our website [shob.org](http://shob.org).

**Job Types:** Seasonal, Full-time, Fixed term contract

**Contract length:** 9 weeks

**Pay:** \$16.50 per hour

**Benefits:**

- Casual dress
- On-site parking

**Schedule:**

- 8 hour shift

**Licence/Certification:**

- driver's license, insurance and daily use of a vehicle? (preferred)

**Expected start date:** June 24, 2024