



## EDUCATION OUTREACH PROGRAM COORDINATOR (Summer Student – Canada Summer Jobs 2026)

**Location:** Stratford, ON

**Job Type:** Temporary (9 weeks, 30 hours/week)

**Pay:** \$17.60/hour

**Start Date:** June 22, 2026

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### Overview

The Stratford House of Blessing is seeking an Education Outreach Program Coordinator to lead our *Off to School Smiling* program, supporting children and youth from low-income households with backpacks and school supplies.

This role is ideal for students or recent graduates in Social Work, Psychology, Development Studies, or related fields who want hands-on experience in community services and the non-profit sector.

### Eligibility (Required)

Applicants must:

- Be 15–30 years old at the start of employment
- Be a Canadian citizen, permanent resident, or have refugee protection status
- Be legally entitled to work in Ontario

### Responsibilities

- Coordinate the *Off to School Smiling* backpack distribution program
- Prepare materials, purchase supplies, and track inventory
- Manage program bookings
- Maintain participant records and support reporting
- Respond to client and donor inquiries (phone and in-person)
- Assist clients with intake forms and registration
- Distribute school supply kits efficiently and respectfully
- Support client screening and registration processes
- Communicate effectively with clients, volunteers, donors, and staff
- Attend team meetings and assist with other duties as needed

### Qualifications

- Strong organizational and communication skills
- Ability to work independently and take initiative
- Experience or interest in social services or community work

- Understanding of confidentiality and ethical client support
- Basic computer skills (Word, Excel, data entry)
- Valid driver's license and access to a vehicle (required)
- Ability to lift up to 30 lbs

### **Perks**

- Casual dress
- On-site parking
- Meaningful, hands-on experience in the non-profit sector

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### **How to Apply**

Email your resume and a cover letter (max 500 words) outlining your experience and interest in the role to:

**Eva Hayes,**  
**Executive Director**  
**[director@shob.org](mailto:director@shob.org)**

Applications are reviewed as received—apply early.