

JOB POSTING

Job Position:	Program Assistant
Program:	HAL Yes!
Status:	Monday – Friday – 6 – 9 hours per week 10:00am – 2:00pm; until May 31 st , 2018
Location:	Halton Schools (Oakville, Milton, Burlington)
Compensation:	\$14.50 per hour

Indus Community Services is an accredited, not-for-profit community benefit organization that has served local communities for over 32 years. We are a registered charity, supported by our donors and by all three levels of government. Through our professional staff, we are a leader in the provision of culturally appropriate services to newcomers, families, women & seniors.

Vision: Leaders in building strong and supportive communities.

Mission: Supporting our growing communities to manage change through quality client-centered social & health services and responsive public education.

Position Summary:

The Halton Youth for Equity & Student Voice (HAL YES!) program is envisioned as an opportunity for students in grade 9-11 in Halton schools. The aim of the program is to enhance youth participants' confidence and foster critical self-reflection on all aspects of their unique identity. The program will help to build youth leadership skills to create a climate of inclusion and respect for all members of their student community and beyond.

Responsibilities and Duties: *(but not limited to)*

- Assist the Youth Engagement Worker in facilitating workshops/sessions.
- Assist with room setup/takedown, cleanup and organizing meals.
- Compile workshop/session minutes.
- Engage with workshop participants.
- Perform other duties as required.

Qualifications and Skills:

- Demonstrates an understanding and/or lived experience with marginalization and racism.
- Demonstrates understanding of diversity, inclusion and equity in the context of youth engagement.
- Knowledge of group dynamics and ability to facilitate group processes.
- Ability to take initiative and leadership.
- Strong interpersonal skills, critical thinking, problem solving and initiative.
- Must be available to work during school hours as listed above.
- Demonstrated verbal & written English communication skills and an additional language an asset.
- Ability to work in a culturally diverse environment and a strong understanding of inclusive and equitable service
- Current Criminal Record Check including Vulnerable Screening will be required.

Interested candidates are invited to submit their application, including a complete resume of qualifications and experience, electronically to hr@induscs.ca by 12:00pm, February 7th, 2018. Please ensure your application email has the subject heading of 'Program Assistant – Hal Yes! - (insert your name)'

This job posting is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization. Indus Community Services is an equal opportunity employer and is committed to establishing a qualified workforce that is reflective of the diverse populations we serve. We are committed to accommodating people with disabilities as part of our hiring process. If you have special requirements, please advise Human Resources during the recruitment process. We encourage applications from all qualified individuals; however, only those under consideration will be contacted. **No phone calls please.**

Posting Date: January 30th, 2018