



2023 Summer Job Posting

Job title: Program Associate

Reports to: Senior Manager, Programs

Location: Remote in Canada, Access to Internet Required

Hours:

Summer placement: 31.5 hours/week

Continuing with Fall/Winter placement: Part-time with flexible scheduling

Total maximum hours: 500 hours before March 29, 2024

Hourly rate of pay: \$18.00

Number of positions: 2 placements available

Application deadline: May 31, 2023

About BGC Canada

For 120+ years, BGC Canada has created opportunities for millions of Canadian kids and teens. As Canada's largest child and youth-serving charitable and community services organization, our Clubs open their doors to young people of all ages and their families at 736 locations nationwide. Positive relationships. Essential programs. Opportunity changes everything. Learn more at bgccan.com and follow us on social media @BGCCAN.

About You

You are passionate about youth engagement and have experience with youth programming. You are excellent at multi-tasking, organizing multiple projects and deadlines, working well with other teams, and networking with stakeholders nationwide. You are tech-savvy and enjoy working, managing, and maintaining digital platforms such as Salesforce and SharePoint. You have excellent attention to detail and enjoy developing presentations, webinars, and communications. You enjoy being helpful, thorough, and concise. You align with BGC Canada's core values of belonging, respect, encouragement & support, working together, and speaking out.

About the Role

- Program Design and Implementation

- Support with program design and implementation including curriculum
- Gather data for reports
- Development/lesson planning, training and monitoring & evaluation
- Co-facilitating trainings (in-person or virtually)
- Supporting event planning including staff training and youth events
- Youth Engagement
 - Support with youth engagement, youth forum
 - Assist with liaising with National Youth Council
- Relationship Building
 - Relationship building and collaboration within a cross-functional team
- Administrative
 - Assist in proposal development and drafting reports to funders
 - Support working groups in minute-taking and report writing

Our Ideal Candidate

- Currently enrolled or recently graduated from a College/University program such as:
 - Social Work, Social Service Work, Education, Sports and Recreation, Child and Youth Work, Administration
- Demonstrated ability/interest in providing support in programmatic and administrative activities in the not-for-profit sector and in youth engagement
- Knowledge of report writing, group facilitation skills and minute-taking is an asset
- Excellent organizational, analytical, and communication (written and verbal) skills
- Communication, organization, and time management skills with the ability to work independently on multiple projects
- High level of proficiency in Microsoft Office, SharePoint and Zoom
- Developing graphics using Canva is considered a strong asset
- Fluency in French is considered an asset

Eligibility

- Must be between 15 and 25 years of age at the start of the employment
- Must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- Must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- Satisfactory clearance under the Vulnerable Sector Screening Process
- BGC Canada requires all employees to be fully vaccinated

How to Apply

We would like to hear from you if you are interested in this role. Please forward your

cover letter and resume confidentially to placement@bgccan.com and include **“Program Associate – YOUR NAME”** in the subject line of your email.

BGC Canada is committed to providing an inclusive workplace that embraces diversity, values differences, and supports the full participation of all employees. We welcome applications from racialized persons/persons of colour, Indigenous persons, persons with disabilities, 2S & LGBTQIA+ persons, and other persons from diverse backgrounds. Upon request, we offer accommodations to applicants with disabilities throughout our hiring process.

As leaders in vaccination education, BGC Canada requires all employees to be fully vaccinated. The definition of ‘fully vaccinated’ against COVID-19 is based on the public health requirements for a vaccine passport (or similar official evidence) in the jurisdiction of the employee’s residence. The successful applicant will need to provide proof of vaccination.

We thank all applicants for their interest; however, only those under consideration for the role will be contacted.