



2025 Summer Job Posting

Job title:	Program Associate
Reports to:	Senior Manager, Programs
Location:	Remote in Canada, Access to Internet Required
Hours:	31 hours/week
Duration:	9 Weeks starting May 1, 2025
Hourly rate of pay:	\$22.20
Application deadline:	Friday January 31, 2025

***All Associate positions are funded through the Canada Summer Jobs Program and will start pending approval from Employment and Social Development Canada (ESDC).**

About BGC Canada (formerly Boys and Girls Clubs of 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 635 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, specifically work on MyBGC – the youth-facing Learning Management System
- Assist with reporting and data collection as needed
- Supporting event planning including staff training and youth events
- Youth Engagement
 - Support youth engagement
 - Assist with liaising with National Youth Council
- Relationship Building
 - Relationship building and collaboration within a cross-functional team
- Administrative
 - Assist with administrative work including Salesforce and SharePoint
 - Support working groups in minute-taking and report writing

Our Ideal Candidate

- Currently enrolled or recently graduated from a College/University program such as:
- Education, Social Work, Social Service Work, 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 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 Teams
- Developing graphics using Canva is considered a strong asset
- Fluency in French is considered an asset

Eligibility

- Must be between 15 and 30 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 Enhanced Police Information Check

How to Apply

If you find this position description interesting and believe your skills and experience align, we encourage you to apply! Please visit our candidate portal at <https://bgccan.bizmerlin.net/jobboard> and click on the **Program Associate** position.

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.

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