

## **BELIEVING, INSPIRING, ACHIEVING CAREER OPPORTUNITIES**

### **INTERNAL/EXTERNAL POSTING #22-38**

<b>POSITION:</b>	PROGRAM DEVELOPMENT ASSISTANT 8 week Fall Employment through Canada Summer Jobs Program
<b>PROGRAM:</b>	Part Time 26-35 hours per week, 8 week Fall Employment through Canada Summer Jobs Program
<b>HOURS &amp; LOCATION:</b>	Program is 8 week in duration, upto 35 hours/ week. Work location would be a combination of in- person and work from home projects.
<b>SALARY:</b>	\$15/ hour plus 4% vacation Pay

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#### **What We Do:**

Community Living York South employs over 200 people. Over the last 65 years, we have provided exceptional supports and services to people who have an intellectual disability and their families in our communities of Richmond Hill, Markham, Thornhill, Stouffville and Vaughan.

We are a culturally diverse, heart-centered staff group with strong values of equity, respect and inclusiveness for all people. If those values describe you as well, please check out our current job postings!

#### **What You Will Do:**

Provide program planning for several different programming streams within our agency. Research, program planning, design, development and evaluation and ability to work independently are key aspects of this job.

Ability to develop programs, 8 weeks in length, for different learning levels and different learning styles.

#### **What We Need:**

- Values driven individuals;
- Experience working with people of various ages and abilities is preferred;
- Ontario Secondary School Diploma required;
- Creative thinking and ability to develop programs and activities after doing market research
- Ability to provide program planning, design, development and evaluation
- Capable of working independently

- Superior computer skills in MS Office, Adobe in Design, and search engine capabilities;
- Ability to plan, coordinate and facilitate activities;
- Excellent written and verbal communication skills
- Excellent organizational skills and attention to detail;
- Strong interpersonal and problem solving skills;

**Reporting to:** Cathy Johnston General Manager of Operations

**Start Date:** ASAP

**Please Quote Job Posting: 22-38**

**Please send your cover letter and current resume to:**

[careers@communitylivingyorksouth.ca](mailto:careers@communitylivingyorksouth.ca)

**Close Date: June 18, 2022 at 4:00 p.m.**

***As per Requirements of the Canada Summer jobs Program, Participants must be between 15-30 years of age and must be legally entitled to work according to the relevant provincial / territorial legislation and regulations***

*Community Living York South is an equal opportunity employer. Community Living York South will provide, upon request, accommodation to the materials and processes used in the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act, Integrated Accessibility Standards Regulation.*