

Creating Hope Society of Alberta

An Aboriginal home for every Aboriginal child in care by 2025

Rm 2, 9538 107 Avenue • Edmonton AB • T5H 0T7 • Phone: (780)-477-7961 • Facsimile: (780) 477-7918
www.creatinghopesociety.ca



Program Assistant Position Overview

Creating Hope Society is an Indigenous non-profit organization seeking to hire a program assistant who supports the program manager by coordinating program activities related to all projects. The position's primary duties are to ensure the continuity and efficiency of each program from start to finish through clear communication to all parties involved. The program assistant handles multiple projects within a fast-paced environment and is open to constant changes and challenges. The ideal candidate will be highly organized and able to manage multiple projects at once without day-to-day guidance.

Job Duties

- Effectively communicate with the Program Manager and other staff
- Address questions/concerns throughout the project
- Perform tasks required by the program manager in support of program needs
- Review program information and compile schedules on time
- Tracks the progress of all new and ongoing projects and maintains up-to-date notes
- File all program documents appropriately (hard and soft copies)
- Organize, compile and submit support documentation on completion of programs
- Submit any required information to the staff as directed by the program manager
- Report to the program manager for all issues
- Be capable of short-term for holidays vacations

Skills Required

- Minimum Bachelor's Degree, or minimum three years administrative support experience supporting multiple programs and staff; or equivalent combination of education and experience
- Excellent organization skills and experience supporting multiple programs and staff
- Collaborative team player
- Ability to multi-task and pay close attention to detail
- Strong verbal and written communication skills
- Proficient computer skills in Microsoft Office, including Word, Excel, Outlook, and a willingness to learn new programs and software
- Ability to manage time appropriately and effectively prioritize duties and activities
- Basic understanding of deadline-oriented work and the importance of adhering to deadlines in marketing and events
- Criminal check and Child Welfare Check
- Project management skills

Application Process

Please email your cover letter and resume to info@creatinghopesociety.ca with the subject line Program Assistant.

NO PHONE CALLS, PLEASE!