



Job Description

Position:	Program Assistant
Reports to:	Program Manager
Effective Date:	February 2023

JOB SUMMARY

Our Kids Count empowers individuals to build stronger families and inclusive communities by enhancing people's lives through personal growth and development.

As part of the OKC team, the Program Assistant will:

- *Assist program staff in all areas of program delivery as scheduled*
- *Develop positive working relationships with all of the participants and report any problems or concerns to the staff*
- *Provide assistance for community activities such as outings, special events, presentations and fund development*

OKC involves families in all aspects of program planning, implementation and evaluation.

PRIMARY RESPONSIBILITIES

- Provide programs and services in a manner that is consistent with OKC mission and reflects the core values of community development
- Provide the participants with opportunities to develop skills that promote their children's health as well as build a stronger sense of community
- Work with program staff to implement programming suggestions that have been solicited from the community
- Assist in the coordination, monitoring and supervision of programs and activities offered at the site
- Assist in the maintenance of a clean and organized program space
- Develop positive working relationships with all of the participants and report any problems or concerns to the staff
- Link with community resources when appropriate

SKILLS & ABILITIES

- Ability to communicate effectively and concisely, both orally and in writing, in a cross-cultural environment;
- Interpersonal and relationship-building skills
- Ability to work independently and as a member of a team
- Self-starter with proven organization skills
- Ability to work well under pressure and deadlines
- Good communication and interpersonal skills
- A positive attitude and an ability to make people feel comfortable
- Respect for families on a limited income and sensitivity to their issues
- Respect for and maintenance of confidentiality

EDUCATION/EXPERIENCE
<ul style="list-style-type: none">• Studying or hoping to enroll in a program specializing in one of the following: health promotion, social services, group facilitation, adult education, community development, Native Child and Family, Early Childhood Education• Interest in working with high risk populations in a community development capacity
CONDITIONS OF EMPLOYMENT
<ul style="list-style-type: none">• Willingness to work flexible hours
ASSETS
<ul style="list-style-type: none">• First Aid & CPR• Working knowledge of WHIMIS and HACCAP principles• Car and valid driver's license