

		Job Category:	Full-time, term
		Job Title:	<i>Program Assistant (2 positions)</i>
		Program:	ADMINISTRATION
Location:	Halifax	Position Type:	35hrs/wk, Mon-Fri
Salary:	\$17/hr, plus 4% vacation pay	Travel Required:	Yes, occasional
Will Train Applicant(s):	Yes	Term:	October 4, 2021 - November 26, 2021

POSITION PROFILE

Imhotep's Legacy Academy is a university-community partnership that seeks to improve on the representation of African Canadians in science professions by providing opportunities for young learners of African heritage to engage in activities designed to strengthen their science, technology, engineering and math (STEM) aptitude.

Reporting to the Executive Director, the Program Assistant is responsible for assisting office and program staff to ensure organizational effectiveness and efficiency.

Principal Accountabilities (may include)

- Assists with planning and scheduling events and program activities;
- Maintains ILA's mailing and contact databases;
- Procure materials required to restock science activity bins and kits; sources and orders office supplies/equipment;
- Prepare written materials including reports, power point presentations, meeting minutes/notes, and routine correspondence;
- Attends meetings and provides logistical support for all meetings and events;
- Arranges travel itineraries (including transportation, accommodation and meals for staff—in a post-COVID environment);
- Processes invoices, cheque requisitions, journal entries, travel claims, deposit forms, purchase requisitions, payroll and benefits forms, and other staffing documents, ensuring that policies and procedures are strictly adhered to for the organization;
- Other duties as required.

Core Competencies

- Professional and service-oriented
- Attention to detail and accuracy
- Efficient, relationship builder
- Results-oriented
- Team player and reliable

Qualifications:

- Must be a youth 15 - 30 years of age and a Canadian citizen, permanent resident, or have refugee status;
- At least two years of post-secondary education in a Business or science-related field of study is an asset
- Organized and able to multi-task and set priorities ;
Able to manage projects or multiple program activities
- Excellent oral and written communication skills
- Proficient computer skill using Microsoft Office applications and other office productivity software
- A general understanding of accounting concepts, e.g., debits and credits, chart of accounts, etc.
- Self-motivated with an ability to work collaboratively with colleagues

Terms of Employment:

Offer of employment is contingent upon the successful candidate passing a recent Criminal (Vulnerable Sector) Background Check and Child Abuse Register Check. The selected worker must be able to accommodate flexible working hours as there may be work requirements outside regular business hours. The work schedule will be adjusted accordingly to accommodate this requirement as no overtime is available for this position. **This position is being funded through Canada Summer Jobs program.**

Preference is given to applicants with demonstrated experience and interest in issues affecting the education of learners of African heritage.

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