



## JOB DESCRIPTION

**Title:** Program Assistant

**Overview:** Evergreen is seeking an energetic individual with an interest in educational program development, community outreach, stewardship and urban agriculture to assist Evergreen's Educational Program team coordinate and design programs rooted in Indigenous educational themes.

In this role, the Program Assistant will liaise with educators and community leaders, develop and implement resources, plan and deliver facilitator trainings and educational programs. The Program Assistant will also be expected to evaluate and report on programming for and by Canadian Indigenous communities. Thematic areas include urban sustainability, place making, environmental stewardship and Aboriginal cultural programming.

This is a full-time opportunity offered in partnership with Miziwe Biik Aboriginal Employment and Training and Service Canada. The Aboriginal Skills and Employment Training Strategy (ASETS) is an integrated approach to Aboriginal labor market programming, and ensures that Canada's Aboriginal people can fully participate in economic opportunities. Applicants must be able to register at Miziwe Biik Aboriginal Employment and Training (First nations, Inuit or Metis background), and have been recently unemployed or underemployed. Please self-identify in your application.

### Key Responsibilities:

- Assist in implementing Evergreen's Reconciliation and Place and Indigenous Inclusion Working Group programs, focused on meaningful engagement and inclusion initiatives across identified projects both nationally (Civic Commons) and locally (Don River Valley Park)
- Work with key members the Program team to develop strategies and resources related to the Educational Programs
- Engage and work with various stakeholders Nationally
- Assist with program planning, logistics and implement the safe delivery of educational and training programs according to Evergreen policies, procedures and training
- Record, document and communicate a summary of program statistics and experience to supervisor
- Support fund development, funder stewardship, and report writing
- Supervise interns and volunteer leaders as required
- Participate in outreach and networking activities, including community presentations, meeting and community/professional events
- Support volunteer inquiries, recruitment and registration
- Other tasks as assigned

### Competencies:

- *Models EG's Core Values:* Collaboration, innovation, accountability and systems approach
- *Attention to detail:* Does not let important details slip through the cracks.
- *Customer-focus:* Anticipate, understand, and respond to the needs of internal and external customers/donors to meet or exceed their expectations, and receives positive feedback from internal and external customers/donors.
- *Flexibility/adaptability:* Flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency. Adjust quickly to changing priorities and conditions. Cope effectively with complexity and change.



- *Proactivity/Enthusiasm/Persistence:* Act without being told what to do. Passionate and excited over work. Can-do attitude. Tenacious and goes the distance to get something done.
- *Communication:* Speak, listen and write in a clear, confident, respectful, thorough and timely manner using appropriate and effective communication tools and techniques.
- *Other:* Able to work independently on specific projects.

**Guidelines:**

- *Reporting Relationships:*
- Supervised by: Program Manager
- Supervises: Volunteers, Interns (as applicable)

**Qualifications:**

- Must be registered as a Miziwe Biik Client and working with an Employment Counselor
- Post-secondary education, or equivalent experience in health promotion, environmental studies, urban agriculture, social services, community development or related discipline is an asset
- Experience working with urban Aboriginal communities an asset

**Working conditions:**

- Vulnerable Sector Police Reference Check
- Includes working with vulnerable populations
- Some evening/weekend works as required
- Occasional travel to Miziwe Biik and across GTA

**Terms of Contract:**

- Contract end date: TBD
- Rate of Pay: TBD
- Subject to Government Funding

**Application Deadline: TBD**

Cover letters and resumes can be submitted by e-mail to [humanresources@evergreen.ca](mailto:humanresources@evergreen.ca). Please Reference "Program Assistant" in the subject line

By Mail to Attention: Human Resources

Centre for Green Cities, Suite 300

Evergreen Brick Works, 550 Bayview Avenue

Toronto, Ontario M4W 3X8

Evergreen welcomes applications from persons of diverse backgrounds and is an equal opportunity employer. Accommodation will be provided in all parts of the hiring process as required under Evergreen's Accommodation policy. Applicants, please make your needs known in advance. We sincerely thank all candidates for their interest. However, only those selected for an interview will be notified. No phone calls please.

This position is made possible with generous support from: Miziwe Biik Aboriginal Employment and Training



Miziwe Biik

Aboriginal Employment and Training

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