



JOB POSTING

Title: **YREACH Program Delivery Support**

Position Status: **Full Time, Salaried**

Salary: **\$34,936 annually**

Start Date: **Immediately**

Since 1853 the YMCA of Greater Halifax/Dartmouth has been connecting Nova Scotians to build healthy communities. As a non-profit charity we provide vital services, including Health, Employment, Childcare/Camps, Immigrant Services, and Youth Development.

We are looking for highly organized and self-directed individual with an excellent attention to detail skills to join our busy and growing YREACH team!

The YMCA Experience

At the YMCA we know that our ability to partner with others in our community is through the passion and dedication of our employees and volunteers. In joining the YMCA you will become part of a dedicated network of individuals with great passion for providing a holistic support to the communities in which we serve.

Position Summary

This position will work closely with, and under the supervision of, the YREACH Coordinator to support the logistics of operating a multi-staffed, multi-site provincial program. This role will focus on supporting staff, programming logistics, reporting, and resource development.

Qualifications & Competencies

- Strong administration and organizational skills and the ability to manage multiple, competing deadlines and tasks
- An understanding of, and experience with, cross-cultural issues and how they relate to settlement and integration for newcomers to Canada
- Experience with sourcing and developing resources
- Ability to work independently and requires minimal supervision to complete tasks
- Demonstrated ability to work effectively, and supportively, within a team environment
- Able to present information clearly and concisely
- Experience working in an office environment and/or support position
- Positive and effective interpersonal skills
- Experience with Word, Excel and PowerPoint
- Demonstrated discretion and sound judgement in the handling of confidential information
 - **Note: Successful candidates will be required to provide a current and satisfactory Criminal Record Check/Vulnerable Sector Check, Child Abuse Registry Check, and proof of valid Standard First Aid and CPR training. Employees will be required to attend YMCA Child Protection Training.**

Apply Today

Please email your cover letter and resume in one document to inhae.park@halifax.ymca.ca by **February 2nd, 2018**. We look forward to hearing from you!

The YMCA of Greater Halifax/Dartmouth is an equal opportunity employer.