



## JOB POSTING

Title: **Program Delivery Assistant**

Reports to: **Coordinator YMCA School Settlement Program**

Position Status: **Full Time, Salaried**

Salary: **\$35992.00 Annually**

Start Date: April 29, 2019

Office Location: **YMCA Centre for Immigrant Programs**

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*Are you a highly organized, detailed orientated and self-directed person who works well with others? If so we would love to hear from you.*

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.

### 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 holistic support to the communities in which we serve.

### Position Summary

This position will support the logistics of a large staff team and program that works across Greater Halifax / Dartmouth. Responsibilities will include: centralizing the purchase of supplies; monthly expenses; developing calendars and planning tools; collating report information; data entry; inventory control; administrative paperwork; responding to routine staff inquiries and other related duties.

### We Offer

- Participation in Comprehensive Group Benefits and Pension Program
- Strong Work Life Balance Programs (i.e. Paid Personal and Vacation Days)
- Discounted Childcare and Camp Rates

### Qualifications

- Advanced Microsoft Office Skills (ex. Publisher, Excel and Word, Office 365 apps etc.)
- High level of proficiency and accuracy in the English language (both written and verbal).
- Troubleshooting technology is as asset (ex. tablets, projectors, laptops, software / hardware)
- Strong organizational skills and the ability to manage multiple, competing deadlines and tasks.
- Administrative background, organizational, filing, and time management skills.
- Demonstrated discretion and sound judgement in the handling of confidential information; this includes a high degree of integrity and trust.
- Strong analytical skills and attention to detail for process improvement and efficiency.
- High level of initiative is needed to work independently and respond to unanticipated items.
- Valid NS Driver's Licence and reliable vehicle essential.

**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 Standard First Aid and CPR training level C. Employees will be required to attend YMCA Child Protection Training.**

### Apply Today

Please email your **cover letter and resume in one document** to [paula.latham@halifax.ymca.ca](mailto:paula.latham@halifax.ymca.ca) by **Tuesday April 23, 2019**. We look forward to hearing from you.

*The YMCA of Greater Halifax/Dartmouth is an equal opportunity employer that values the diversity of people and communities and is committed to excellence and inclusion in our Association.*