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Sistering – A Woman’s Place

JOB POSTING

Position:	Program Assistant, Special Projects (2 positions available)
Term:	(8 weeks) Full Time
Reports to:	1 position will report to the Community Engagement Associate 1 position will report to Volunteer and Community Engagement Associate & Special Projects and Employment Coordinator
Hours:	35 hours per week including some evenings and weekends
Location:	220 Cowan Ave, Toronto, ON M6K 2N6 or remote
Posting Date:	June 15, 2020
Application Review:	Ongoing
Application Deadline:	June 22, 2020

Sistering is a multi-service agency which offers practical and emotional support to women and trans people facing a variety of challenging life circumstances, including poverty, homelessness, social isolation, mental health and trauma histories.

Our Vision

Sistering envisions a world where all women and trans people, in all our diversity, are valued; a world where we are safe and supported, treated with dignity, and given the respect we deserve. When opportunities are just and equitable, we can live life on our own terms.

Our Mission

Our goal is to create a safe, non-judgmental space for women and trans people who are socially isolated, poor, homeless or precariously housed. Guided by principles of Anti-Oppression and Anti-Racism, Sistering works to change the social conditions that endanger women and trans people’s welfare.

What We Do

Sistering’s programs include a low-barrier 24/7 Drop In, Housing and Case Support, Harm Reduction, Peer Outreach, On the Path to Employment and Spun Studio social enterprise, and individual and systemic advocacy.

How We Do It

Sistering operates on a trauma-informed and relationship-based model and our harm reduction philosophy is a core element of all the work we do: we are here to respond to participants’ needs, where they are at, in the moment, to support participants to learn how to reduce harm and/or increase safety. And we recognize that their lives have meaning and value.

Position Summary

Both Program Assistants will support in all new and existing programs taking place at Sistering's Parkdale location. This will include administrative, research, and data collection related to programs designed to support homeless and precariously housed women and Trans folks that access the Sisteing services at 220 Cowan Avenue. Research will include an environmental scan of both the services requested by participants and those already offered in the community, including opportunities for recreational outings. Program Assistants will also be responsible for the delivery of new and existing programs, as identified in their research. This position falls under the Canada Summer Jobs Program and applicants must be below 30 years of age and legally eligible to work in Canada.

Responsibilities:

- Provide support in all areas of work for the team and as directed by the supervisor
- Assist in research and data collection to support homeless and precariously housed women and trans folks
- Research and scan services offered in the community and those that are requested by participants
- Support with administrative and clerical duties
- Support the delivery of new and existing programs
- Provide project support and information management assistance to the team
- Other duties as assigned

Qualifications:

- Strong communication skills, both written and oral, and ability to build effective relationships with participants, team members and community partners
- Understanding of (and experience working in) programs serving women with complex intersecting needs including homelessness, mental health issues, addictions and histories of trauma
- Ability to learn quickly and work in a fast paced environment
- Strong research and data collection skills for finding and reporting information
- Creative and innovative approach towards research and special projects
- Strong organization, attention to detail and time management skills
- Proficient with Microsoft Office Suite and knowledge of research and reporting tools
- Maintain a strong sense of confidentiality
- Additional languages besides English an asset

Work Conditions:

The Program Assistant works in the office and community with external accompaniments. There may be the risk of exposure to potentially unpredictable behaviours and situations. Sistering is a 24/7 operation. This work environment is a pet friendly facility and employees will be expected to be in the proximity of animals.

Compensation: \$15 per hour

We are an equal opportunity employer who values diverse lived experience. We welcome applications from individuals who self-identify on the basis of any of the protected grounds under the Human Rights Code.

If you are contacted by Sistering regarding a job opportunity and need accommodation throughout the hiring process, please contact humanresource@sistering.org.

To apply, please send your resume and a cover letter to: humanresource@sistering.org

Subject: Program Assistant (Summer Student)