

**Job Title: Program Assistant**

Location: Peel-Halton Region (Hybrid: Remote and In-Person)

**Job Summary**

The Program Assistant organizes and facilitates support groups for individuals and families impacted by brain injuries. They design engaging activities, source speakers, secure partnerships to expand program reach, and support organizational fundraising efforts, ensuring smooth operations within budget.

**Responsibilities**

**Program Coordination and Facilitation**

- Facilitate weekly ABI Support Group meetings and bi-weekly Headspin: Young Adult Support Group sessions (online and in-person).
- Develop quarterly meeting schedules, ensuring creative and engaging activities aligned with member needs.
- Coordinate speakers and workshops to provide relevant resources and support.
- Monitor group dynamics, address member concerns, and promote inclusive participation.

**Planning and Logistics**

- Secure venues for in-person meetings and adapt schedules as needed.
- Prepare and distribute supplies for meetings and activities.
- Maintain accurate attendance records and update member contact information.
- Handle member intake, follow-ups, and support for accessing meetings or activities.

**Caregiver Relief Program Management**

- Oversee intake process for caregivers, assessing needs and determining program eligibility.
- Conduct regular follow-ups to ensure caregivers are receiving appropriate in-home personal support worker (PSW) services.
- Keep membership and budget records accurate and up to date.

## **Creative Partnerships and Outreach**

- Build partnerships with community organizations and businesses to enhance programming and secure resources.
- Develop cost-effective solutions for program needs, leveraging donated or discounted materials and services.
- Engage with sponsors and donors and assist in preparing for fundraising activities.

## **Administration and Communication**

- Submit reports on program outcomes, attendance, and feedback.
- Manage budgets and track expenses effectively.
- Maintain compliance with organizational policies, including Vulnerable Sector Checks.
- Liaise with facilitators to ensure adequate meeting coverage and provide support.
- Ensure memberships are up-to-date and processed; conduct outreach as needed.
- Respond to inquiries and resource requests from members and the community in a timely and supportive manner.

## **Qualifications**

- **Education:** Relevant degree in Social Work, Psychology, Recreation Therapy, or a related field preferred. Equivalent experience considered.
- **Skills:** Creativity, resourcefulness, strong interpersonal and organizational skills, familiarity with ABI resources, and proficiency in Google Workspace and other relevant software.
- **Requirements:** Valid driver's license, CPR/First Aid certification, and current Vulnerable Sector Check. Must reside in the Peel-Halton region.

## **Compensation and Schedule**

- **Salary Range:** \$50,000 per annum
- **Estimated Hours:** 35 hours/week
- Evening availability required for Tuesday and Thursday meetings (6pm - 9pm).

**To Apply:** please email your resume to [admin@biaph.com](mailto:admin@biaph.com).