



St. Matthew's Bracondale House

707 St. Clair Ave. W., Toronto ON M6C 4A1 tel. 416-656-2669 fax. 416-656-8052

St. Matthew's Bracondale House (www.smbh.ca) Canada Summer Jobs - Seniors Program Assistant (Covid-19 Revised)

Wage: \$14.50 per hour
35 hour week
Duration: 8 weeks
Start Date: 21 Jun 2021
Finish Date: 13 Aug 2021
Hours: Mondays to Friday 9- 5 p.m.

(In the current context of COVID-19, we provide a safe work environment guided by Municipal, Provincial and Federal public health information)

Responsibilities

- Assist with coordination and distribution of groceries for seniors
- Guide and support seniors in their use of digital tools as they participate in our virtual programming
- Update information in our donor database
- Assist with update, maintenance (and set-up) of our social media accounts (Facebook, Instagram) and website
- Create in-house program and information posters for our programs/services
- Assist with coordination, implementation and evaluation of outdoor dining and programs as permitted
- Assist with preparation of materials related to funding applications/foundations
- Assist with distribution of billing

Qualifications

- Upper-level undergraduate or graduate students with a background in social sciences, communication is preferred
- Excellent communication, organizational and time management skills
- Excellent writing skills
- Experience in with working with seniors would be an asset

The Student will be directly supervised by the Program Director. Meetings are held to outline tasks and responsibilities, engage in problem solving and address any issues or concerns of the student.