



ADAPTABILITIES
CREATING SUCCESS FOR LIFE

AdaptAbilities is a registered charity that provides an essential service to individuals with special needs and their families. Our unique programs promote positive self-care and well-being, empowering individuals to grow, succeed and belong. We are looking for dedicated professionals who share this vision to join our team. This is an opportunity to make a difference, supporting individuals to be a part of their community.

Program Assistant, Management

Purpose

The Program Assistant-Management is responsible for the administrative functions and duties required to support all areas of Program Delivery. They complete and assist with the completion of all overarching administrative functions in the day to day operations in the Programs Department, which includes planning and administration, reporting on KPI's and ongoing communication internally and externally on behalf of AdaptAbilities. They will support all programming initiatives, lead event operations for programs, and provide administrative expertise to the Programs Leadership Team. They are integral to the success of all programs by providing valuable support to the Programs Leadership Team and the Program Management Team and ultimately furthering the organizational vision.

Key Functions

- Provide administrative and program support to key leadership teams and the entire Programs Department
- Maintain and manage the annual calendar for the Programs Department's key activities and priorities
- Utilize Power BI reporting to identify and initiate workload outputs
- Edit and create for approval all forms, reports and documentation processes for use in the Programs Department
- Edit and maintain all program handbooks and manuals
- Create and report on all agendas and execution lists for Programs Leadership Team
- Manage reporting systems for KPI's
- Support new programming initiatives and event operations within the department
- Foster genuine relationships promoting integrity, authenticity and excellence
- Equip all programs to create meaningful days and achieve their outcome based goals
- Communicate effectively and with integrity internally and externally to key stakeholders
- Work in a fast-paced environment, with flexibility managing competing departmental demands
- Update Programs information on website
- Perform other job-related activities, as required

Qualifications

- Post-secondary education in human services administration, programming and service delivery or related disciplines
- 2-3 years' experience in related field, with one year administrative experience
- Working knowledge of quality indicators in service delivery to children, teens and adults with disabilities is an asset
- Must have exceptional skills in the utilization of office applications like Excel, Word, PowerPoint and Visio
- Valid driver's license and own vehicle is required
- A shared passion and vision with the organization
- Excellent written and verbal communication in English
- Excellent organizational skills and problem-solving abilities
- Flexible and comfortable working independently and collaborating as part of a team
- Clear Police Information Check and Intervention Record Check
- Experience with Word Press and HTML for website
- Experience with G Suite from Google

Redefining the respite
CARE INDUSTRY



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Working Conditions

This is a permanent, full time position at our Head Office. Offices hours are Monday to Friday 8:00 am to 4:30 pm.

Compensation Package

AdaptAbilities offers a competitive salary and an attractive health and dental benefit package, paid personal days, RRSP matching and a health spending account. Professional development supported. AdaptAbilities is working to be an employer of choice.

Application Deadline: June 26, 2019

E-mail resume quoting position title in the subject line to: employment@adaptabilities.ca

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