

Social Services Assistant (Program Assistant)

Calgary is a complex city filled with incredible opportunities and dynamic challenges for those who call it home.

For over 110 years, Carya has worked diligently to meet the evolving needs of Calgarians by providing members of our community with the tools they need to be stronger, more connected, and more resilient.

Today we offer over 40 programs for individuals and families at all stages of life. From providing mental health support to fostering multi-generational wellness and strong families – Carya’s dedicated team of professionals plays an essential role in ensuring a vibrant and healthy future for all Calgarians.

About the Role

Start Date: June 10, 2024

Location: Central Commons, 839 5 Ave SW | Calgary, AB

Wage: \$22.29/hr

Hours per Week: 35

Length of placement: 8-week placement

The Social Services Assistant provides direct administrative support to the Chief Program Officer, as well as support for the program teams across the organization. The position offers an excellent opportunity for the successful candidate to learn the operational aspects of a diverse social impact organization and exposure to a variety of social issues that Carya strives to address through its programs and services.

What You'll Do

- Providing general administrative support to the Chief Program Officer and to the program teams as required;
- Assisting with grant planning, review and management.
- Assisting in the preparation of presentations, publications and reports.
- Assist with program events and preparation.
- Assisting with production and assembling of materials for meetings.
- Scheduling and planning internal and external meetings as required.
- Respond to general inquiries and/or routing them to the right person for information.
- Tracking and monitoring status of projects in multiple program portfolios.
- Working with our Social Investment Team and contributing to the Carya website by drafting relevant program materials and resources.
- Conducting research on Carya focused and relevant program issues, as well as subjects of particular interest to Carya.
- Assist with budget preparation and review.
- Supporting program data entry and grant outcome reports.

This task list is not intended to be exhaustive and other tasks may be identified from time to time.

What You Bring

- **Obtained or pursuing a Bachelor's degree with high academic standing in a relevant field, such as social work, psychology, community development, or health sciences.**
- **Academic and/or work experience should include program/project coordination, research, professional writing, and the use of office applications.**
- Superb project management and organizational skills.
- Attention to detail and ability to follow-through on assigned tasks.
- Strong analytical abilities, including clear judgment and creative thinking.
- Strong writing and editorial skills.
- Superb proficiency in Microsoft 365 with a focus on SharePoint, Word, Teams, and Outlook.
- Possess exceptional interpersonal skills, including collegiality, energy, flexibility, motivation, and the ability to foster productive relationships with colleagues and management.
- Can work independently and as part of a team and welcomes opportunities to work across diverse cultures.

- Ability to make decisions, justify recommendations, and be responsive to emerging needs.

CSJ Requirements

- Be between the ages of 15 and 30 years old of age at the beginning of the employment period;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of employment; and;
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Closing Date

Until a suitable candidate is found.

How to Apply

Please submit a single PDF containing your cover letter and resume with your name as the file name.

Email your file to HR@caryacalgary.ca with the job title in the subject line.

Applications submitted without a cover letter will not be considered.

We thank all those who expressed their interest, however only those selected for an interview will be contacted.

Equal Employment Opportunities, Requesting an Accommodations Statement, and other Employment Statements

Carya is deeply committed to building a workplace where inclusion is not only valued but prioritized. We are proud to be an equal opportunity employer, seeking to create a welcoming and diverse environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, family status, marital status, sexual orientation, national origin, genetics, neurodiversity, disability, age, or veteran status, or any other non-merit based or legally protected grounds.

Carya is committed to providing reasonable accommodations to qualified individuals with disabilities in the employment application process. To request accommodation, please contact People & Culture by email at HR@caryacalgary.ca in advance of your interview.

The successful candidate must satisfactorily complete a Police Information Check.

Carya – Nurturing the Potential in Every Calgarian.