**Miywasin Friendship Centre (Medicine Hat)**

Invites applications for the following:

**Program Support Worker**

We are looking for a friendly and reliable **Program Support Worker** to assist with the delivery of the family programs. This is a fulltime position.

Key Responsibilities in this role:

* Prepare for family programs by gathering supplies, snacks, and registrations.
* Provide administrative support for parent/caregiver programming including program tracking, poster creation, updating calendars, and data entry.
* Clean up and prep program spaces before and after programming.
* Provide childcare as needed to support parent/caregiver programming.
* Provide reception to the Family Centre, as available.
* Other duties as assigned.

Skills that will assist candidate to be most successful in this role:

* Excellent communication and interpersonal skills.
* Technologically savvy. Knowledgeable with Microsoft Office, Canva, Apple based operating systems, and printers/copiers.
* Strict time management skills.
* Ability to work independently.
* Ability to maintain confidentiality.
* Great at working with children, an understanding of child development is an asset.

Advantages to joining the Miywasin team:

* Supportive, encouraging leadership team.
* Benefits package, competitive salary.

Our ideal person will have:

* Must have Standard First Aid – Level C CPR training or willing to obtain.
* Must have a valid driver’s licence and obtain a clean driver’s abstract.
* Before employment can commence: successful candidate must provide clean criminal record check and clean child intervention check.

**Term:** Full-time

**Salary:** $4000.00/month + benefits (after 3 months)

**Hours:**  40 hours/week, flexible schedule required with availability to work evenings and weekends.

**Submit cover letter, resume and 3 references attention to:**

Brooke Simon

Miywasin Friendship Centre

miywasinfriendshipcentre01@gmali.com

517 3rd Street SE

Medicine Hat, AB T1A 0H2

No phone calls please.

COMPETITION will remain open until a suitable candidate for the position is found. Only qualified individuals will be contacted for an interview. We thank all those who apply.