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**Programming Assistant, Part-time, Permanent**

**The Organization**

Providence Farm is a therapeutic farm nestled at the base of Mount Tzouhalem in the Cowichan Valley on Vancouver Island, British Columbia. Since 1979, the Vancouver Island Providence Community Association, a registered charity and non-profit society, has been operating creative and innovative programs at the Farm for adults in the Valley with mental health and addictions issues, brain injuries and development challenges.

**Our Mission Statement:** Trusting in Providence, and building upon the faith-centered heritage of our founding members, we are committed to serving needs and fostering talents of people in the Cowichan Valley, especially of those not easily accepted elsewhere, through our therapeutic community at Providence Farm. Our focus shall be upon the renewal of body and spirit, and upon people caring for the soil, and the soil nurturing the people.

**Purpose of Position**

Reporting to the Program Manager, the Programming Assistant is responsible for smooth administration of programming operations. Responsibilities include:

* Scheduling of all programming staff to ensure front line deliverables are met with qualified staff.
* Program development research.
* Support Program Manager by producing reports for review before submission to Contract Funder

**Qualifications**

Education & Experience:

* Degree in Human Services, or a related degree, or equivalent education and experience.
* Demonstrated ability to work effectively with staff, volunteers, clients, and organizations.
* First Aid level 1 desirable
* Non Violent Crisis Intervention desirable
* Mental Health first aid desirable

Skills & Abilities:

* Great interpersonal communication skills and the ability to foster positive relationships; excellent observation and organizational skills.
* Demonstrated teamwork, facilitation, and leadership abilities
* Demonstrated proficiency with Microsoft Office Suite and time management software
* Ability to function independently while managing multiple agendas and deadlines.
* Proficient time and general management skills
* Knowledge of non-profit organizations, relevant legislation, and issues surrounding community based programs.
* Good local knowledge of service providers and contract funders.

Personal Attributes:

* Positive role model, ability to model a healthy lifestyle
* Warm and empathic presence

**Duties & Responsibilities**

Contract Responsibilities & Administration:

* Ensure accurate and timely submission of progress reports and other required documentation to Program Manager
* Lead tours and give public presentations related to programs to outside groups.
* Attend Providence Rehab meetings, ensuring accurate minutes are kept and filed.
* Coordinate all practicum student placements.
* Seek community partnerships with vendors and other service providers.
* Perform other duties as assigned by the Program Manager.

Client Responsibilities:

* Ensure scheduling and attendance records of participants are accurate, appropriate and up to date in consideration of client goals and program availability.

Human Resources:

* Schedule all programming and relief staffing as required to ensure all positions are staffed by qualified personnel.

**Hours of Work**

21hours per week – 3 days per week, Tuesday, Wednesday, Thursday, 8-3pm

**Remuneration**

$19.45-$22.65/hr  
2 weeks vacation increasing to 3 weeks after successful completion of probation

Hot lunch available at $2/meal Mon-Fri

**Conditions**

-Vacation scheduled after one year of work

-Providence Farm closes annually for 2 weeks on schedule of SD 79 Winter Holiday closure

-3 month probation with successful completion required

-Clearance letter for vulnerable persons required  
-Driver’s license, valid class 5, required

**Job Application**

Submit cover letter and resume demonstrating required qualifications and experience to [jobs@providence.bc.ca](mailto:jobs@providence.bc.ca) deadline 3pm, Sep 12, 2019

Providence Farm welcomes applications from all interested applicants; we thank you for the time you take for your submission. Please note we are only able to respond to those invited to interview.

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1843 Tzouhalem Road

Duncan, BC V9L 5L6

www.providence.bc.ca