



THE YELLOW DOOR

LA PORTE JAUNE

L'INCLUSION SOCIALE ENTRE LES GÉNÉRATIONS

Wellness Group Program Assistant

The Yellow Door is an intergenerational organization running programs and activities to bring youth and the elderly together to promote mental and physical health and prevent urban social isolation amongst all ages.

Under the supervision of the *Wellness Group Coordinator*, the *Program Assistant* will be responsible for assisting with all certain of the Wellness Group program, including, but not limited to:

- Working with the Program Coordinator and YD volunteers to help coordinate and facilitate all weekly Wellness Groups (virtually/in-person) including knitting, art, senior community hour, book/film group.
- Developing and implementing creative ideas for unique and engaging activities for community activities
- Assisting with creating and executing a plan to increase participation for virtual community activities
- Assisting with the collection of program data through participant surveys
- Assisting with outreach in order to maintain/increase participation at events/activities; assisting with communications to members, volunteers, participants, other organizations as needed
- Posting to social media platforms and updating the YD Website Calendar
- Playing a key role organizing any special events, including volunteer appreciation
- Helping with the YD Cultural Roulant for isolated senior members at home, as needed.
- Attending staff meetings; maintaining regular communication with the Program Coordinator

Qualifications:

- CEGEP diploma or an undergraduate degree in a related discipline, e.g. gerontology, social services, etc.
- Must be highly organized; able to work independently; creative and resourceful
- Experience in volunteer management or managerial experience, and experience working with seniors and/or outreach services for vulnerable populations, an asset
- Experience running community group or cultural activities, an asset
- Fluent spoken and written French and English is essential.
- Fluent understanding of the Windows environment and MS Office software e.g. Word, Excel, PowerPoint, and Publishing, is required.

This position is funded through a one-time grant for a 38-week contract at \$17.50 per hour for 15 hours of work per week (includes 2 weeks paid vacation, plus personal days and flex time).

How to apply: Please send a one-page cover letter and resume, detailing your relevant experiences and interest in the position, to SONIA NIZZA at activities@yellowdoor.org before 9AM on Tuesday, March 16th. Applications without cover letters will not be considered.

www.yellowdoor.org

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