



Big Brothers Big Sisters

OF VICTORIA CAPITAL REGION

Program Assistant

Job Description

May 2024

ABOUT THE AGENCY

Big Brothers Big Sisters of Victoria Capital Region (BBBSV) is a not-for-profit, charitable organization that supports children and families through mentorship. The organization's mandate is to make a difference in the lives of children by promoting their self-esteem, expanding their awareness of life's opportunities, and providing them guidance and support through long-term, one-to-one relationships with caring adult volunteers. We work with children and youth annually offering four different programs across southern Vancouver Island, Salt Spring Island and Comox Valley. The agency is funded by grants, donations, fundraising events and a social enterprise, to meet the priorities of the agency.

Our people are passionate about making a difference and applying their diverse experiences and skills to support our community's most vulnerable young people as a team. We strive to share our values of welcoming, learning and sharing with our staff and co-op/practicum students.

Diversity and Inclusion

BBBSV is committed to sustaining an environment where representation matters, diversity is celebrated and people of every race, religion, culture, gender and sexual orientation are welcomed. At BBBSV, we acknowledge and honour the diversity of people, cultures, traditions, and experiences, and we recognize and uphold the right of all individuals to respect, dignity, fairness, caring, equality, and inclusion.

ABOUT THE AGENCY

Reporting directly to the Executive Director, the Program Assistant is responsible for supporting the development of a PRISM (Pride, Respect, Inclusion, Safety, Mentoring) program plan. The position will provide the candidate with hands-on experience in program development and planning, volunteer recruitment, advocacy for underrepresented youth, youth council planning and implementation, budget planning and project management.

ACCOUNTABILITY & REPORTING STRUCTURE

The Program Assistant will report directly and be mentored by the Executive Director with support from other team members. Based on their interests, and with the opportunity for adjustments through the process, all will be explored under the scope of this position.

Big Brothers Big Sisters of Victoria Capital Region recognizes and respects the Ləkʷəŋən (Esquimalt and Songhees), Pacheedaht, Scia'new, T'Sou-ke and W̱SÁNEĆ (Malahat, Pauquachin, Tsartlip, Tsawout, Tseycum) people, whose traditional territories we live, work and play upon each day.

230 Bay Street, Victoria, BC, V9A 3K5 **Phone:** (250) 475-1117 **Email:** main.victoria@bigbrothersbigsisters.ca

<https://victoria.bigbrothersbigsisters.ca/> @bbbsvictoria charity registration #106793540RR0001



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OVERVIEW OF PRIMARY DUTIES AND RESPONSIBILITIES

Big Brothers Big Sisters Victoria Capital Region is seeking a highly motivated and experienced Program Assistant to join our team to help us achieve our goals. Working with a team, the Program Assistant will develop a new program to support 2SLGBTQ1A+ youth – Pride, Respect, Identity, Safety, Mentoring Program (PRISM) creating and facilitating a youth council in the Victoria Capital Region. The youth council and PRISM program have not yet been implemented at our agency, however, there is success and information from other BBBS agencies across Canada.

- Conduct community outreach and program research for a PRISM program to support 2SLGBTQ1A+ youth.
- Develop terms and conditions of a youth council.
- Ensure the program plan meets Big Brothers Big Sisters Canada National Standards.
- Create a plan of needs and supplies for the PRISM program.
- Work with Development staff in researching funding opportunities for the PRISM program and youth council.
- Plan and implement a youth council to support all youth in our programs.
- Develop a complete plan including timing, budget, and staffing needs to bring the PRISM program to a ready-to-implement stage.
- Collaborate with the program manager and volunteer coordinator to support the recruitment of participants.

QUALIFICATIONS

- Knowledge of program planning in social and community engagement or recreation programming.
- Knowledge and demonstrated understanding of gender diversity.
- Experience in research.
- Strong communication skills in English both written and verbal.
- Excellent time management and organizational skills; able to multi-task and handle multiple priorities
- Strong attention to detail.
- Ability to work with a small team with a flexible schedule, independently and autonomously with the potential to have some evening or weekend work.
- Ability to represent BBBSV in the community respectfully and professionally.
- Knowledge of MS Office applications.
- Establishes discretion, tact and confidentiality.

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LEARNING OBJECTIVES

- Project and Task Management
- Leading and Influencing Others
- Organizational Awareness
- Program Development
- Enhanced research skills

TERMS OF EMPLOYMENT

- Salary: \$18.00 per hour
- Must be willing to complete a Criminal Record Check & Vulnerable person check
- Full-time contract (35 hours per week) hourly contract position
- Contract dates: Monday, September 9 to Friday, November 1, 2024

HOW TO APPLY

Interested applicants should provide a letter of interest and a current resume with contact information. Applications will be reviewed and qualified applicants contacted for an interview.

This position will actively benefit from lived experience. Students who self-identify as part of the 2SLGBTQIA+ community are strongly encouraged to self-disclose in the application package.

For consideration, **complete applications must be submitted before Monday, June 3, 2024, by email to Amanda.hill@bigbrothersbigsisters.ca** Attention: Amanda Hill, Executive Director.

Three references are required.

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