



Prince's Trust Canada
La Fondation du prince au Canada

President – HRH The Prince of Wales
Global Founding Patron – HH the Aga Khan

Président – SAR le prince de Galles
Mécène fondateur mondial – SA l'Aga Khan

Program Assistant – Youth Employment & Sustainability

We are building our team to include a **Program Assistant** who will support our Youth Employment program and our sustainability initiatives. The one-year contract position is based in Toronto (centrally located), is part of a small staff team of approximately 16 people and reports to the Head of Communications and Sustainability. (Remote-working position during COVID-19 restrictions in Ontario).

This role is a fit for you if ...

You have a strong passion for supporting employment programs for young people facing barriers to the job market and/or sustainability... can demonstrate strong initiative and planning, prioritizing, multi-tasking skills to complete tasks on time in an efficient and effective manner... have strong communication skills. You bring enthusiasm and energy to support and seize opportunities.

If the above sounds like you, please read on...

The Organization

Prince's Trust Canada is a national charity which delivers programs with community-based organizations and corporate and academic institution partners in locations including Toronto, Vancouver, Calgary, Regina, Winnipeg, Ottawa, Quebec City, Halifax, and St John's.

Through innovative partnerships and guided by the United Nations Sustainable Development Goals, our mission is to empower young people and Veterans to build resilient, future-ready communities. Our programs help young people overcome barriers to employment and prepare for the changing world of work, provide entrepreneurship training and support for veterans, and through our new focus in sustainability, address climate change mitigation and adaptation. Our work is inspired by our Founder and President, His Royal Highness The Prince of Wales, and his vision for a more sustainable future.

Our ambition is to deliver more tangible impact through high-quality programs, working in collaboration with a growing network of supporters, partner organizations and volunteers across the country. The small but mighty staff team is committed and passionate about our new strategic plan and vision of a sustainable future for Canada, where young people and communities thrive.

What you will be doing

Program Support (70% of time)

- Supports the Youth Employment and Sustainability teams with program delivery including planning, program implementation and follow up
- Supports building awareness and participation in PTC's virtual program delivery by

ensuring external communications are reaching the right people at the right time. This includes researching new collaborators, updating existing contacts, and creating and maintaining workflows

- While researching potential collaborators, complete any online due diligence requirements
- Support the collection of feedback and survey responses, including securing and sharing any participant incentives
- Support program facilitation as required by the Program Team including technical support for online sessions using platforms such as Zoom and ensuring that any required program materials are available and collected as needed.
- Provide administrative support for the Program team and monitor the youth.employment@princestrust.ca email account
- Staying up-to-date on trends in the sector to maximize the organization's ability to leverage opportunities
- Support donor stewardship efforts by contributing to reports for funders
- Support financial requirements including expense report preparation, invoicing, program logistics and other related duties as necessary

Sustainability Initiatives Support (20% of time)

- Provide administrative support to the Head of Communications and Sustainability for the delivery and implementation of Prince's Trust Canada's sustainability objectives within the strategic plan
- Participate in the sustainability working group, generating new ideas and supporting the implementation of organization sustainability initiatives
- Support reporting efforts by monitoring sustainability initiatives and completing status updates

Team and organizational responsibilities (10% of time)

- As a member of the YE and Sustainability Programs team, participate in and contribute to program planning
- Participate in internal working groups as part of the overall staff team
- Support the values of the organization

What you bring

- Strong organizational skills and enjoy creating effective and efficient workflows
- Strong customer service skills and enjoy making connections and helping people
- Keen attention to detail and value accuracy in work and clarity in communication
- High level of professionalism with a strong work ethic and enjoy seeing your work make a difference in lives of the people we serve
- An inquisitive mind and desire to learn new skills that enhance the organization's ability to deliver our objectives

Skills, attributes and qualifications:

- University degree in relevant area or equivalent combination of education and experience
- Bilingual (French and English) is a strong preference

- Have professional written and oral communication skills that exceed the expectations of funders, corporate contacts, and other collaborators
- Excellent computer skills including Microsoft Office and an interest in learning new software
- Must be eligible to work in Canada

Please submit your cover letter and resume in confidence to humanresources@princestrust.ca by Monday, January 4, 2021 by 5pm EST. Applications will be received on an ongoing basis until this time, therefore early submission is encouraged.

Prince's Trust Canada is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness that reflects the diverse communities that we serve. We encourage applications from women, BIPOC, LGTBQ2S+ and people with disabilities as we strive to build a more inclusive society.

If you will require accommodations at any stage of the selection process, please state the nature of the accommodations in your cover note.

Thank you for your interest in this position and Prince's Trust Canada.