

Job Title: Office Manager

Main Purpose of the Job:

The Program Support role at the Centre for Diverse Learners (CDL) assists in the administration and execution of various educational and support programs. This role is crucial in maintaining a supportive, inclusive, and organized environment for program facilitators, students, and their families. The Program Support staff provides essential behind-the-scenes assistance to ensure smooth program delivery, consistent communication with families, and effective coordination of resources.

Reports To: Executive Director

Direct Reports: None

Duties and Responsibilities:

- Uphold CDL's mission and represent the organization professionally.
- Support company operations by maintaining office systems and documentation
- Carry out general administrative tasks using our CRM and Quickbooks
- Assist in organizing and setting up program materials, spaces, and resources before and after each session.
- Support coordination of volunteers
- Communicate regularly with the Program Manager
- Provide consistent, friendly communication with parents/guardians/community regarding program updates, scheduling changes, and general inquiries.
- Assist in the distribution and collection of program surveys, evaluations, and other participant feedback tools.
- Support facilitators and staff by preparing certificates, awards, or acknowledgments as needed for program completion.

Qualifications:

- Post-secondary education in a related field, such as education, social services, or child and youth care.
- Experience with Quickbooks is a must
- A Vulnerable Sector Check completed within the last 12 months.
- Experience working with children or individuals with learning differences is an asset.
- Excellent organizational skills and attention to detail.
- Reliable access to transportation to program locations.
- Proficient communication skills for interacting with staff, parents, and volunteers.

Working Conditions:

- Flexible hours, with some evening and weekend availability as needed for program delivery.
- Hybrid up to 3 days in office. May need to travel to program sites.
- Physical ability to set up program spaces, including lifting objects up to 30 lbs.

Psychological Demands:

- Interactions with diverse participants in varying circumstances, requiring a supportive and adaptable approach.

Job Type

6 Month Contract, 20 hours per week

\$24/hour