



JANE/FINCH CENTRE

Summer Position: FEPS Program Assistant

Financial empowerment is an approach to poverty reduction that focuses on improving the financial security of low-income people.

The Jane/Finch Centre Financial Empowerment and Problem-Solving (FEPS) program works with individuals who are living on low-incomes so they gain increased understanding and control of their finances and access benefits that can boost their incomes.

FEPS provides information and solutions to complex financial challenges for people in immediate financial difficulty; it also supports them to make informed decisions and appropriate longer-term plans to deal with debt and start saving.

FEPS also provides information, workshops and assistance to other non-profit community organizations, plays a role in identifying financial policy issues that adversely affect individuals living on low incomes, and aims to facilitate positive change in these policies and regulations by developing new tools and policy alternatives, and through advocacy.

POSITION SUMMARY:

This is a 7-week contract during the period of July 10, 2017 to August 25, 2017 for 30 hours per week. The student will assist the FEPS program's staff in developing training materials for financial literacy workshops.

LINE OF RESPONSIBILITY:

Reports to Administrative Services Manager

MAJOR RESPONSIBILITIES:

- Assist with the development of FEPS workshop materials
- Assist in developing learning goals and objectives for each curriculum
- Assist in identifying resources required to develop and deliver training programs
- Prepare instructional material for printing
- Assist department staff with daily office tasks and projects; e.g. filing, organization, photocopying, recordkeeping/reports, updating documents, research, etc.
- Other duties as assigned.

QUALIFICATIONS:

- College or University studies
- Proficiency in MS Office Suite
- Ability to prepare and provide clear, concise and complete verbal and written information at a level appropriate to the audience
- Demonstrated organizational skills and attention to details required
- Excellent interpersonal skills and ability to work within a highly confidential environment
- Ability to work independently and within a team

ELIGIBILITY CRITERIA:

This is a Canada Summer Job Position. To be eligible, applicants must meet the following criteria:

- Be between 15 and 30 years of age at the start of employment
- Have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act 2; and
- Be legally entitled to work in Canada in accordance with the relevant provincial or territorial legislations and regulations.

MINIMUM START SALARY: \$11.40 per hour

CLOSING DATE: Monday, July 4, 2017

Please send resume and cover letter to hassistant@janefinchcentre.org

We thank all applicants for their interest, but only qualified candidates will be contacted.