



External Posting
Program Assistant (Summer Student)
Salary: \$14.15 Hourly
Posting Date: May 15, 2023
Closing Date: June 4, 2023

MFL Occupational Health Centre is a community health centre specializing in workplace health and safety. OHC delivers services and programs that enhance the capacity of workers, workplaces, and communities to protect their health and safety. OHC directly assists workers, employers and joint health and safety committees to improve workplace conditions and eliminate hazards. Services are available free of charge, and include a medical clinic, workplaces services, and education and outreach to workers and workplaces.

OHC is looking to hire an energetic, creative, and resourceful summer student to support the work of the Cross-Cultural Community Development Program. This program works with people from a variety of cultural communities in Manitoba to increase their capacity around workplace health and safety through a Train the Trainer Program; community trainers trained by OHC provide workshops and individual assistance in their first languages for over 25 different cultural communities.

JOB TITLE: Program Assistant

TERM: July 3, 2023 - September 1, 2023

HOURS OF WORK: 9am - 5pm, Monday to Friday; occasional evening and weekend work

JOB SUMMARY: Under direction from the Cross-Cultural Community Development Worker, the Program Assistant will work to support the activities of the Program during the summer months, including administrative tasks and community outreach.

REPORTS TO: Cross-Cultural Community Development Worker

JOB REQUIREMENTS:

- High school student or youth in the community, aged 15 - 29 years;
- Legally entitled to work in Canada;
- Strong communication and interpersonal skills;
- Proficient in English; the ability to speak an additional language would be an asset;
- Demonstrated ability to work independently and collaboratively as part of a team;
- Competent computer literacy skills and ability to effectively use Microsoft Office;
- Ability to maintain confidentiality and abide by the policies of the MFL Occupational Health Centre
- Interest in working with Newcomers and their communities.



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JOB TASKS AND RESPONSIBILITIES:

1. Support the work of OHC staff on program-related administrative and technical tasks, including data entry and digitization of archives and related program documents.
2. Support OHC's Community Trainers to organize both in-person and virtual workshops in their communities
3. Work with OHC staff to recruit Newcomer participants for the fall session of our Train the Trainer Program through community outreach.
4. Assist with organizing OHC's summer event, including supporting securing of venue, equipment, and supplies, as well as developing an invitation and preparing an event program.

Please apply by email, with the subject line Application for summer Program Assistant, by June 4, 2023 to:

Carly Nicholson, Executive Director | info@ohcmb.ca