

		Job Category:	Full-time, Term
		Job Title:	<i>Program Assistant</i>
		Program:	ADMINISTRATION
Location:	Halifax	Position Type:	35hrs/wk, Mon-Fri , In-office
Wage Rate:	\$45,000/yr, plus 4% vacation pay	Travel Required:	Yes, occasional
Will Train Applicant(s):	Yes	Job Duration:	April 1, 2024 – August 31, 2024
Job Description			
<p>POSITION PROFILE</p> <p>Imhotep's Legacy Academy is a university-community partnership that seeks to improve on the representation of African Canadians in science professions by providing opportunities for young learners of African heritage to engage in activities designed to strengthen their science, technology, engineering and math (STEM) aptitude.</p> <p>Reporting to the Program Director, the Program Assistant is responsible for assisting office and program staff (for the <i>Culture of Growing</i> initiative, the <i>BESTSTEM</i> initiative, and other projects) to ensure organizational effectiveness and efficiency.</p> <p>Principal Accountabilities (may include)</p> <ul style="list-style-type: none"> ▪ Assists with planning and scheduling events and program activities; ▪ Maintains ILA's mailing and contact databases; ▪ Procure materials required to restock science activity bins and kits; sources and orders office supplies/equipment; ▪ Prepare written materials including reports, PowerPoint presentations, meeting minutes/notes, and routine correspondence; ▪ Attends meetings and provides logistical support for meetings and events; ▪ Arranges travel itineraries (including transportation, accommodation and meals for staff environment); ▪ Processes invoices, cheque requisitions, journal entries, travel claims, deposit forms, purchase requisitions, payroll and benefits forms, and other staffing documents, ensuring the strict adherence to policies and procedures; ▪ Assist with research for and completion of funding applications; ▪ Other duties as required. <p>Core Competencies</p> <ul style="list-style-type: none"> ▪ Professional and service-oriented ▪ Attention to detail and accuracy ▪ Efficient, relationship builder ▪ Results-oriented ▪ Team player and reliable <p>Position Requirements</p> <ul style="list-style-type: none"> ▪ A Bachelor's degree in Business / Commerce or have at least two (2) years related experience in an office administration ▪ Organized and able to multi-task and set priorities ▪ Able to manage projects or multiple program activities ▪ Excellent oral and written communication skills ▪ Proficient computer skill using Microsoft Office applications and other office productivity software ▪ Bookkeeping experience and an understanding of accounting concepts, e.g., debits and credits, chart of accounts, etc.; experience with accounting software like QuickBooks would be an asset ▪ Self-motivated with an ability to work collaboratively with colleagues. <p>Condition(s):</p> <p><i>Offer of employment is contingent upon the successful candidate passing appropriate background checks. Candidates must provide a recent Criminal (Vulnerable Sector) Background Check and Child Abuse Register Check. The selected worker must be able to accommodate flexible working hours as there may be work requirements outside regular business hours. The work schedule will be adjusted accordingly to accommodate this requirement as no overtime is available for this position.</i></p> <p>Preference is given to applicants with demonstrated experience and interest in issues affecting the education of learners of African heritage.</p>			
Job Code/ Req#:	ADMPGA2024	Updated:	2023-03-11