

PQCHC – JOB POSTING

PQCHC is an equal opportunity employer and values diversity in its workforce.

If at any stage in the selection process you require an accommodation due to a disability, please let us know the nature of the required accommodation.

JOB TITLE:	Program Assistant (Good Food Markets)	JOB #:	2017-0045
Status:	Term from June 1, 2017- August 5, 2017	Hours:	7 hrs/week
Benefits and eligibility:	4% in lieu of vacation	Pay scale:	\$11.400-14.569/hour
Application deadline:	Monday May 22, 2017 at 4:00pm		

Job Summary

The Program Assistant for the Good Food Market is responsible for assisting in the planning and implementation of Good Food Markets in the Michele Heights catchment area.

Job Specific Responsibilities

- Assists with the logistics on market days, ensuring necessary supplies/food orders are secured, and supports implementation.
- Responds to requests from community members for information and support about food security issues.
- Encourages residents to participate in on-going community activities and events.
- Provides regular feedback to the House Coordinator about community issues/concerns, and possible community solutions.
- Promotes the markets in the community
- Recruits and supports volunteers to assist with the implementation.

Qualifications

- Experience working with low income and multicultural populations.
- Knowledge of community strengths and concerns.
- Experience in event planning of Good Food Markets.
- Trusted and respected in his/her community.
- Awareness of multicultural issues.
- An ability to work independently as well as on a team.
- English essential, French preferred, other languages an asset.
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HUMAN RESOURCES

Pincrest-Queensway Community Health Centre

1365 Richmond Road, 2nd Floor Ottawa, ON K2B 6R7

Fax: 613-288-3407 email: hr@pqchc.com (Microsoft Word format only)

Due to the high volume of applicants, we can neither confirm receipt of nor respond to inquiries regarding your application.

Only candidates selected for interviews will be contacted.