



Project Coordinator / Teaching Assistant

Do you have a strong work ethic and are passionate about education and community programs? Be part of a team where you can work for a non-profit organization and make an impact on students to learn more! You can make a difference in the world by giving students the opportunity to access free and affordable educational services!

About York Region Educational Services:

York Region Educational Services (YRES) is a not-for-profit organization that provides individuals in the vicinity of the York Region with free and affordable educational resources in a safe and supportive environment that inspires, motivates, and helps set the foundation for personal growth.

About this opportunity:

As a Project Coordinator and Teaching Assistant, you will be coordinating resources to contribute to YRES community initiatives and build a vibrant YRES community. You will be managing multiple stakeholders, including other community organizations, customers, school boards and teachers, and municipal libraries. You will also be delivering educational and community programs.

Key responsibilities are as follows:

- Creating solutions to implement YRES community strategies and promote YRES branding.
- Conducting research into different schools, libraries, and community centers to recruit students and program participants to expand our community and network.
- Planning and hosting YRES community events, along with identifying and mitigating project risks and issues.
- Revising or designing YRES learning materials (e.g., lesson slides) using Canva.
- Delivering day camps (e.g., Mark Break Camp, Weekend Camp, and Summer Camp) and virtual and/or in-person educational programs to York Region communities, such as Markham, Richmond Hill, Thornhill, Vaughan, Aurora-Oak Ridges, and Stouffville.



- Working in various sectors of the company! The majority of the time will be spent on community development projects and teaching duties but candidates will on tasks related to other fields (e.g., grant writing) to support operation expansion.

Requirements:

- Dedication and passion for all-round language, STEAM, and sports education; community services; program development and management; and collaborative work.
- Ability to use multi-media and digital techniques and content to design project deliverables including brochures, fact sheets, flyers, handouts, and presentations.
- Ability to work independently and to collaborate with and manage multiple stakeholders throughout different project stages.
- Proficiency in using Google Workspace and Canva.
- Problem-solving abilities and innovative thinking.
- Strong verbal and written communication skills and attention to detail.
- Excellent organizational skills and ability to meet deadlines in a fast-paced environment.
- Ability to work 35 to 40-hour work weeks, including evenings and weekends based on your assigned shift.
- Ability to commute to locations (e.g., schools and community centers) across York Region to deliver programs and camps. (Locations are accessible via public transit, but transit transfers may be necessary.)

A valid Standard First Aid with CPR-C certification and a satisfactory Vulnerable Sector Check is required from successful candidates. These can be obtained after co-op employment is secured.

Assets:

- Experience in managing multi-part team projects, organizing events, and leading workplace projects.
- Experience in teaching and/or working with children and adolescents.
- Fluency in more than one language (encompassing reading, writing, speaking, and listening abilities).
- Access to a car and a valid G2/G Ontario driver's license.

In this job position, you will be working fully in-person. Salary ranges from \$17.5-22/hour, dependent on experience.