

Job Title: Program Administration Assistant

Job Description:

Their Opportunity, a children's charity dedicated to providing access to sports programs for underserved youth, is seeking a detail-oriented and organized student to join our team as a Program Administration Assistant. In this role, you will play a vital role in supporting the program team by overseeing program administration tasks, including data management, CRM (Salesforce) record keeping and updating, and various administrative duties. Your contribution will be crucial in ensuring the smooth operation and success of our sports programs, ultimately making a positive impact on the lives of children in need.

Responsibilities:

- Manage and maintain accurate program data and records using CRM software, particularly Salesforce, google docs & similar softwares.
- Assist in organizing and analyzing program data, generating reports, and identifying trends and insights.
- Support the program team in coordinating program logistics, such as registration, scheduling, and participant communications.
- Collaborate with community partner sports leagues and agencies to facilitate program integration and streamline information sharing.
- Assist with program evaluation activities, including data collection, surveys, and participant feedback.
- Ensure the timely and accurate updating of program-related information on the organization's website and other platforms.
- Contribute to the development and improvement of program administration processes and systems.
- Support the program team in administrative tasks, such as document preparation, filing, and correspondence.
- Assist with social media management and promotion of Their Opportunity programs.

Requirements:

- Meet the eligibility criteria outlined on the Canada Summer Jobs website (refer to: [link: <https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs/screening-eligibility.html#h2.02>])
- Strong proficiency in data management and analysis, with experience using CRM software (Salesforce preferred), google docs & similar softwares.
- Excellent organizational and time management skills, with exceptional attention to detail.
- Effective written and verbal communication skills.
- Basic understanding of sports programs and a genuine interest in promoting youth participation in sports.
- Ability to work both independently and collaboratively in a team-oriented environment.



- Reliable and punctual, with a strong commitment to meeting deadlines.
- Access to reliable transportation for occasional travel to program sites and community partner locations.

Terms of Employment:

Position: Program Administration Assistant

Employment Type: Contract (Canada Summer Jobs Program)

Duration: 8 weeks, from June 1st to August 31st, 2023

Hours: 35 hours per week

Compensation: \$15.50 Hourly

About Their Opportunity:

Their Opportunity is an National Canadian registered charity that has the vision to educate, uplift & support children to overcome barriers through the strength of sport & generosity. Since inception, we have helped provide opportunities for over 45,000 children & affected thousands more through our Giveback Program; translating to 585,000+ hours of sport & recreation and 157,500+ hours of community service or engagement.

Their Opportunity hosts a unique Giveback Program where children who receive subsidies or participate in one of our core programs are asked to “pay it forward” within their community through volunteerism. We believe in creating a cycle of generosity, where active youth are empowered to give back to help build healthier communities.

To apply for this position, please submit your resume by email to Matthew Cronin at Matthew@theiropportunity.com, with "Program Administration Assistant" in the subject line.

Contact Information:

Matthew Cronin

Email: Matthew@theiropportunity.com

Website: www.theiropportunity.com