

**Program Assistant
8-Week Contract (35 hrs per week)**

June 29 – August 21, 2026
Location: Brock Township, Ontario

Brock Community Health Centre (Brock CHC) is currently seeking a qualified Program Assistant to join our team!

Eligibility:

This position is funded by the Canada Summer Jobs Program. To be eligible, youth must:

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Key Responsibilities:

Reporting to the Executive Director, the Program Assistant will assist in delivering programming geared towards our senior and youth populations including:

- Developing and implementing a Seniors Cooling Centre in our new facility in Cannington
- Creating and implementing drop-in senior and youth programs, activities and social gatherings that utilize our new Seniors and Youth Rooms in Cannington
- In partnership with other community agencies, creating a seniors' summer meals program, utilizing our new outdoor terrace and rooftop garden
- Opening/closing community facilities or setting up zoom classes for existing programming
- Calling/emailing participants to keep them informed of changes and cancellations
- This role may include client support services such as friendly visiting and telephone check in calls to high risk clients

Key Qualifications/Attributes:

The successful candidate:

- Has an interest in healthcare, health promotion and/or recreation
- Has access to transportation and a valid G drivers licence
- Is able to work a flexible schedule to accommodate daytime and evening programming
- Is proficient in Microsoft Word and Excel
- Has excellent verbal and written communication skills
- Familiarity with "Zoom" video conferencing would be considered an asset
- Familiarity with the Community Health Centre Model of Care would be considered an asset

Remuneration:

This position is an 8-week contract, 35 hours/week. \$20/hour plus 4% vacation paid out. The successful applicant will work primarily out of the Cannington site.

Applicants are encouraged to send their cover letter and resume **by Friday, May 8, 2026** to:

Angela Canavan
Corporate Services Coordinator
Brock Community Health Centre
acanavan@brockchc.ca