



TREE CLASSROOMS

Program Assistant Job Description

The Ripple Effect Education (TREE) develops and facilitates skill-building programs to give youth the tools they need to resolve conflict in healthy and independent ways. TREE has worked with over 3,000 youth in Waterloo Region since 2016, and is a Core Collaborator in the Kindred Credit Union Centre for Peace Advancement.

Diversity and inclusion are at the core of TREE's values. We welcome and encourage applications from all qualified individuals regardless of race, ethnic origin, religion, age, gender, gender identity or expression, sexual orientation, or (dis)ability. Diversity at TREE means fostering a workplace in which individual differences are recognized, appreciated, respected and responded to in ways that fully develop and utilize each person's talents and strengths.

PURPOSE OF POSITION:

- To prepare, organize, and catalogue materials for TREE Classroom workshops
- To enter and analyze data collected in TREE Classroom workshops

POSITION DETAILS:

The contract will be for a total of 21 weeks, aligning with TREE's Classroom workshop schedule, from September 23, 2019 to April 24, 2020.

- Must be available 3-5 hours per week within the hours of the Centre for Peace Advancement (8:30am - 4:30pm).
- The wage is \$14/hour.
- This position reports to the TREE Manager of Programs.
- This position could be executed in conjunction with a TREE Facilitator role.
- Duties will be performed at TREE's offices in the Kindred Credit Union Centre for Peace Advancement in Waterloo, Ontario.

RESPONSIBILITIES:

If you were to come on board as the TREE Program Assistant, we would ask you to:

1. Prepare materials for TREE Classrooms workshops, which includes photocopying, laminating, and creating all materials required for TREE workshops each week of programming.
2. Catalogue materials by collecting, sorting and filing materials upon workshop completion.
3. Enter and analyze workshop evaluation data throughout the year.
4. Promotion of TREE at special events.
5. Write a report to promote the efficiency of TREE from year to year, due by April 24, 2020.
6. Other tasks as assigned by the TREE Director.

QUALIFICATIONS:

If this sounds like an exciting opportunity for personal and professional growth, this position may be right for you! We know you'll be able to handle the challenges of this job because you have:

1. Keen interest in and knowledge of conflict resolution, peace practices and social justice
2. Demonstrated strong organizational skills, critical thinking, accuracy, and attention to detail
3. Experience in data entry and analysis
4. Excellent communication skills
5. Experience working in a team-focused environment
6. Demonstrated reliability

APPLICATION PROCESS:

Send the following in PDF format to Erin Huston (erin@therippleeffecteducation.ca), TREE Manager of Programs by Tuesday, September 14 at 4:30pm:

- Current resume
- Cover letter
- Contact information for two references

At TREE, one of our core values and firm beliefs is that diversity makes us better. If you're unsure about your qualifications for this position, we'd still encourage you to apply.

We're looking for candidates who have worked with youth and knowledge of conflict resolution and peace practices, but we know that not everyone has had the opportunity for both of these experiences. What's most important is that applicants feel comfortable in one of these areas and has a willing to learn more about and grow in their skills in the other area.