



Changing Lives • Growing Community

Courage • Compassion • Connection • Commitment

E4C, one of Edmonton's oldest and most respected social service agencies, is seeking a dedicated professional eager to join our team. This is an excellent opportunity for a gifted professional to make a significant difference to people, helping and supporting individuals and the community in undergoing positive change and increasing capacity.

### **Program Assistant**

*Make Tax Time Pay*

#### **Job Purpose**

The Program Assistant's primary responsibility is to work with the Program Manager to organize and deliver Make Tax Time Pay Program. The Program Assistant would respond to emerging needs within the program to ensure that the program achieves the service outcomes and objectives in an efficient, professional, and timely manner, adhering to E4C's mission and values.

#### **Duties and Responsibilities**

- Assist with general program activities and duties.
- Work with Program Manager to engage and support volunteers, community organizations, and program partners related to MTTP in a professional and friendly manner.
- Assist with organizing volunteer and program training and meetings.
- Assist with developing and implementing the program evaluation.
- Organize delivery and pick-up schedules for volunteer tax site equipment.
- Maintain the MTTP database and appropriate related documentation.
- Complete various MTTP-related administrative tasks.
- Driving between tax sites.
- Other duties as required

#### **Qualifications**

##### **Preferred:**

- Two to five years experience working as a Program Assistant. Volunteer management an asset.
- Knowledge of general income tax preparation an asset.
- Excellent interpersonal, written and verbal communication skills

- Excellent computer skills with Microsoft Office, the internet, and general computer trouble-shooting abilities
- Experience working with diverse groups
- Demonstrate ability to organize work and to work independently
- 1. Demonstrate ability to work well in a fast-paced work environment
- Must obtain clear Police Intervention Record Check
- Must have reliable vehicle

### **Working Conditions**

This position is a contract full-time position from December 2009 to May 2010 for 37.5 hours/week, during regular weekday business hours. On occasion, you may be required to work in the evening and/or on weekends and it is expected that you modify your schedule accordingly. Some on-call responsibilities may apply.

### **Salary Scale**

Starting: ADMIN II – Step 1

Please submit your résumé to:

E-mail: [hr@e4calberta.org](mailto:hr@e4calberta.org)

Fax: 780.425.5911

We thank all applicants for their interest, however, only those selected for an interview will be contacted.