

## Canada Summer Jobs (CSJ) Programs Assistant – Education

### Description

**Position Title:** Programs Assistant – Education

**Location:** 124 Merton Street, Suite 401, Toronto ON M4S 2Z2 (5-minute walk from Davisville subway)

**Job Type:** Hybrid Full Time [Canada Summers Jobs](#) (CSJ) placement. A minimum of 10 weeks at 35.00 hours per week. (Tuesday's & Thursdays in-office required / Monday, Wednesday, Friday remote).

**Proposed start date:** June 25<sup>th</sup>, 2024 – August 20<sup>th</sup>, 2024 (completion of 8 weeks, at 35.00 hours per week).

**Compensation:** This is a Canada Summer Jobs placement for 8 weeks at 35.00 hours per week. The hourly rate is 18.00/hour.

**Contact:** Jenna Reynolds, Director, Programs and Services, Asthma Canada [jreynolds@asthma.ca](mailto:jreynolds@asthma.ca)

---

### About Asthma Canada

Our vision at Asthma Canada is a future without asthma. As the only national organisation solely dedicated to helping all Canadians affected by asthma, we are committed to improving the lives of the Canadian asthma community through education and support services, research, and advocacy. Please visit our website at [www.asthma.ca](http://www.asthma.ca) to learn more.

---

### Position Summary

Working with the Director, Programs and Services, the **Program Assistant-Education** will gain hands-on experience and training in many aspects of patient education and support program administration, development, and implementation, while also gaining a strong understanding of a non-profit organization within the health sector.

Asthma Canada's services are available free of charge to all Canadians with asthma. There are more than 4 million Canadians living with asthma, and about 350,000 with severe asthma. People who are newcomers, low-income, children, and those living in rural and Indigenous communities are disproportionately affected by asthma, which is also exacerbated by the effects of climate change and the environment.

Our work focuses on public health education and awareness and fills in the missing health gaps for all Canadians living with asthma and respiratory allergies. We work at the local grassroots level, as well as provincially and nationally, to carry out our activities and support Canadians for healthy living with asthma.

A specific focus of our work is for rural and remote communities lacking access to healthcare facilities, professionals and specialists. Our work enables those living in these areas to connect with Certified Respiratory Educators over the phone or email, and via mail.

In addition, we also work with people with disabilities, and those with social. or employment barriers, to help with the self-management of their asthma and self-empowerment.

## Tasks and Responsibilities

### The Programs Assistant will:

- Assist in the development of an education and support program for children (Asthma in Kids) including research/needs assessment, development of program plans and materials
- Develop program materials on Air Quality and other environmental considerations that impact people living with asthma
- Coordinate the 2024 September Peak / Back to School program, preparing parents, teachers and children for safe asthma management in school
- Prepare program materials and resources for the promotion of lung health vaccinations (influenza, RSV, COVID and pneumococcal) for all those at-risk, including newcomers, seniors, persons with disabilities, and people living with asthma and their families
- Support the continued development and expansion of Asthma Canada's "Workplace Program", which encourages employees to recognize the signs of uncontrolled asthma and seek medical intervention to prevent exacerbations and worsening of symptoms (Asthma is a leading cause of work and school absenteeism and presenteeism)

### What skills will the participant develop during this placement?

- **Adaptability** - Adaptability refers to the ability to achieve or adjust goals and behaviours when expected or unexpected change occurs, by planning, staying focused, persisting, and overcoming setbacks. For example, one uses this skill to change work plans to meet new deadlines, learn how to work with new tools and improve skills through feedback.
- **Collaboration** - Collaboration refers to the ability to contribute and support others to achieve a common goal. For example, at work we use this skill to provide meaningful support to team members while completing a project.
- **Communication** - Communication refers to the ability to receive understand, consider, and share information and ideas through speaking, listening, and interacting with others. For example, we use this skill to listen to instructions, serve customers and discuss ideas.
- **Creativity and Innovation** - Creativity and innovation refers to the ability to imagine, develop, express, encourage, and apply ideas in ways that are novel, unexpected, or challenge existing methods and norms. For example, we use this skill to discover better ways of doing things, develop new products, and deliver services in a new way.
- **Digital Skills** - Digital Skills refers to the ability to use digital technology and tools to find, manage, apply, create, and share information and content. For example, we use this skill to create spreadsheets, safely use social media, and securely make online purchases.
- **Numeracy** - Numeracy refers to the ability to find, understand, use, and report mathematical information presented through words, numbers, symbols, and graphics. For example, we use this skill to perform calculations, manage budgets, analyze, and model data and make estimations.
- **Problem-solving** - Problem-solving refers to the ability to identify, analyze, propose solutions, and make decisions. Problem solving helps you to address issues, monitor success, and learn from the experience. For

example, we use this skill to make hiring decisions, select courses of action and troubleshoot technical failures.

- Technical skills - Technical skills refer to the ability to develop capabilities that relate to the practical or mechanical side of an activity, the application of a set of technical processes and its required know-how.

---

### About You:

Ideal candidates will be energetic, inventive, hard-working, social media and web-savvy, and brimming with ideas about creative ways to engage Canadians in our mission and bring research to life.

- Excellent interpersonal and communications skills
- Strong writing, proofreading, editing, and research skills
- Self-motivated, strong organizational skills, detail-oriented, ability to prioritize, multi- task and meet deadlines
- Enthusiasm and interest in healthcare and non-profit sector

### Education and Experience:

- Currently enrolled in a post-secondary program or Bachelors or Diploma in relevant discipline
- Proficiency with Canva and/or Adobe Photoshop desired (or willingness to learn)
- Proficiency with tools such as Survey Monkey desired (or willingness to learn)
- Good grasp of social media tools and platforms (Facebook, Twitter, Instagram, Hootsuite)
- Familiarity with Constant Contact or other web-based e-marketing service is an asset
- Familiarity with WordPress is an asset

---

### To Apply:

The Government of Canada funded this job through the Canada Summer Jobs program. [Learn more about the program.](#)

To apply for this job, you must:

- Be aged between 15 and 30 years old on the start date of the job;
- Have a valid Social Insurance Number (SIN); and
- Be a Canadian citizen, a permanent resident of Canada, or a person who has been granted refugee status in Canada.

Send cover letter and resume to by email to [info@asthma.ca](mailto:info@asthma.ca) with the subject line “Programs Assistant – Education”.