



**SOCIAL SERVICES ASSISTANT  
FULL TIME SUMMER CONTRACT  
\$18.25 per hour  
9-week duration beginning June 16, 2025**

**What does Shine Foundation have to offer you?**

- **Great working hours.** This position's work hours are Monday to Friday 9:00 am to 3pm ET. There may be occasional work outside of these hours including weekends for special events.
- **Living wage.** The rate for this position is \$18.25 per hour worked.
- **Fun work environment.** No success is too small to celebrate! We also recognize the important life moments for our team.
- **Experienced leadership team and a compelling mission**

**Let's talk about you!**

You are someone who:

- Has or is working on an undergraduate degree in a related field.
- Has exceptional professional communication skills in both official languages (strongly preferred).
- Can juggle multiple priorities effectively to ensure conflicting deadlines are met.
- Is tech savvy: Embracing current technologies in everyday life to enhance skills and productivity. A natural, curious user of various platforms/applications, who is adaptable to change and learning.
- Is a creative problem solver and is able to perform under pressure.
- Has advanced working experience with Microsoft Office Suite and Microsoft Teams.
- Has knowledge of Raiser's Edge database.
- Has experience in a fast-paced and potentially emotional environment.
- Demonstrate an ability to handle confidential information to protect the privacy of young people and families.
- Is sensitive to and understands the unique issues and challenges specific to those living with disabilities.
- Has experience working with people from various ethnic and social backgrounds.
- Shows attention to detail and can manage multiple projects simultaneously.
- Is a strong negotiator.
- Is tenacious and pragmatic.
- Has a valid driver's license.
- Is between 15 and 30 years of age.

**What will you do in this role?**

You will be a vital member of Shine's team providing support to the Program Team in the completion of our Dream Programs. As a professional with attention to detail, this role may work directly with the young people we serve (aged 11-21), families, stakeholders, and vendors to ensure programs are implemented on time, on budget and that all interactions are flawless, unique, and impactful.



**Some of your key responsibilities in this position may include:**

Supporting the Program team in all areas including but not limited to:

- Maintaining and adhering to program and project work plans.
- Using video conferencing, telephone, and email to communicate with our program recipients, families, volunteers, vendors, sponsors, and other stakeholders.
- Event coordination and responsibility for assigned projects.
- Ability to negotiate and solicit on behalf of Shine in a professional and assertive manner.
- Represent Shine at external events as required.
- Maintain Raiser's Edge databases.
- Must be able to work a flexible schedule to meet work needs.
- Able to work as a member of a team that may require working outside of your area of responsibility on occasion.

**Shine's Purpose:**

Shine Foundation (formerly The Sunshine Foundation of Canada) has been changing the lives of Canadian young people living with severe physical disabilities since 1987. Shine was a part of the Canadian disability rights movement which arose around in the latter half of the 20<sup>th</sup> century. This movement included multiple social movements that took a similar but distinct approach advocating civil rights for almost four million people with physical, sensory, and cognitive impairments. Our purpose is to positively impact the mental health of the young people we serve through building confidence, independence and hope for the future.

**About Our Team:**

Shine is a team that thrives on working together and we value the contribution of the individual to overall organizational goals. We are committed to the well-being of our team, including their growth and development. Our team is motivated by the change we see in the young people we serve.

**Next step?**

Apply today! Please submit your resume to [careers@shinefoundation.ca](mailto:careers@shinefoundation.ca).

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Please explore [www.shinefoundation.ca](http://www.shinefoundation.ca) for more information about Shine.

**Shine Foundation is an equal opportunity employer and does not discriminate on the basis of race, colour, religion, sexual orientation, national origin, age, or disability. Shine is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind. Our mission is to welcome everyone and create inclusive teams. We celebrate difference and encourage everyone to join us and be themselves at work.**