



Brain Injury Association Waterloo- Wellington (BIAWW) **Education Outreach Program Coordinator – Job Description**

The **Brain Injury Association Waterloo-Wellington (BIAWW)** is searching for an Education Outreach Program Coordinator to join our team **starting April 29, 2024**. This is a part-time (35 hours week for 8-12 weeks) position ultimately reporting to the Executive Director with daily direction from the Program Coordinator.

Training will be provided on-the-job.

Interested individuals are asked to send a brief resume (max three pages) to info@biaww.com by no later than **March 31, 2024**. Thank you to all who consider this position within our organization. Only those considered for an interview will be contacted.

Please note that this role is dependent on receiving funding from the Canada Summer Jobs program.

BIAWW is an equal opportunity employer with a commitment to fair and equitable hiring. If you require reasonable accommodation or support to complete the application or interview process, please contact us.

Position: Lidz on Kidz Program - Education Outreach Program Coordinator

Primary Function: To support the delivery of elementary school Lidz on Kidz programs within the Waterloo-Wellington community.

Age of applicants: This position is open to individuals between the ages of 15 – 30 as part of the Canada Summer Jobs initiative

Salary/Hours: This position is for 35 hours per week for 8 weeks at a rate of \$18.50 per hour.

Major Duties:

Reporting to the Executive Director, taking direction from the Program Coordinator, the successful applicant will become part of the staff and volunteer resource team supporting the Lidz On Kidz helmet giveaway and education program.

Administrative

- Assist in marketing of the program – social media, print materials (posters, information sheets), email
- Organize intake and registration for education programs
- Create and organize reminder emails
- Maintain tracking for schools, classrooms and students



- Direct volunteers at presentations

In the Community

- Represent BIAWW within the community and at community events
- Attend BIAWW events

The staff will also be responsible for supporting other team members with our community programs during this time.

The staff will also attend our virtual programming (support group meetings, chats, activities) to observe first-hand the effects of brain injuries on survivors and caregivers. This will give them a better understanding of the long-term impact of this injury.

Qualifications:

- Strong written/verbal communication skills and organizational skills
- Strong technology skills (website tools, excel, email, social media - Instagram/Twitter/FB)
- Ability to work independently and with flexible hours

Requirements

- The staff will be required to use their own computer and cell phone.
- Access to a vehicle or transportation to all areas of Waterloo-Wellington is required
- Availability to work days/evenings/weekends as event needs require.

About Canada Summer Jobs

Canada Summer Jobs is an initiative of the Youth Employment Strategy, which is the Government of Canada's commitment to help young people between the ages of 15 and 30, particularly those facing barriers to employment, get the information and gain the skills, work experience and abilities they need to transition successfully into the labour market.