

## **Assistant, Programming**

Founded in 2011, by His Majesty King Charles III, The King's Trust Canada (formerly the Prince's Trust Canada), is a national charity that creates pathways to employment for young people facing barriers by providing free skills training, work experience and networking opportunities.

We work with leading Canadian employers, community partners, and educational institutions to advance our mission of helping 100,000 young people increase their employability. By enhancing the skills of our nation's young people – especially those facing barriers – we play an integral role in strengthening Canada's workforce, promoting equity and fostering sustainable economic growth.

Reporting to the Programming Department (Delivery), the **Assistant, Programming** plays a key role in supporting program delivery with ongoing participant outreach, communication, registration and preparation, and reporting. This role ensures the smooth day-to-day operations of programming by managing participant data, assisting in event logistics, and maintaining accurate records in the organization's CRM.

The Assistant demonstrates strong organizational skills, attention to detail, and a proactive approach to supporting team activities.

**Please Note:** This full-time role has a hiring range of \$47,000 – \$49,000 and includes an employee benefits program and three (3) weeks' vacation (in addition to a winter break, approximately 1 week).

**This is a hybrid role requiring 3 days/week at our Downtown Toronto office.** This role may require occasional travel within the GTA for event support and occasional work outside of standard working hours (evenings, weekends).

## **RESPONSIBILITIES:**

### **Participant Registration and Communication**

- Manage participant registration and communication through CRM (Raiser's Edge experience an asset), including processing entries, approving registrants, and creating/updating constituent profiles to maintain data integrity.
- Provide pre- and post-event communication and offer technical support to participants throughout the registration process.
- Track and update participant engagement in the CRM, including attendance, newsletter opt-ins (via Cyber Impact), and follow-up needs.
- Generate regular and ad-hoc reports from CRM data to support program tracking and decision-making.

### **Program Administration**

- Coordinate event logistics, including scheduling, venue setup, Zoom links (if online), supplies, and maintaining accurate event records.
- Prepare and distribute participant feedback surveys (via SurveyMonkey).
- Assist with general program administration, budget and expense documentation, manage meeting logistics, take minutes and ensure timely follow-up on action items.
- Provide on-site or virtual support for events as needed, including occasional after-hours or weekend participation.

### **Digital Outreach and Partner Communication**

- Support partner and public outreach by drafting communications, managing contact lists, and coordinating assets and approvals for effective campaign execution.
- Develop digital content for TKTC-led and partner-supported campaigns, ensuring timely distribution in coordination with relevant teams.
- Promote events and resources to broaden visibility through partner networks and public platforms, including apps like Canoo and Eventbrite.

### **Program MEL (Monitoring, Evaluation, and Learning)**

- Collect, organize, and analyze data to support reporting on program metrics and quarterly performance indicators.
- Distribute, track, and compile participant feedback to inform continuous program improvement.
- Monitor participant engagement across multiple touchpoints to assess impact and inform programming.
- Support the documentation of lessons learned and best practices.

### **General Duties**

- Collaborate across teams to support program activities, events, and shared organizational goals.
- Maintain flexibility to take on evolving duties, including data management, administrative tasks, and event support, as needed.

## **QUALIFICATIONS, SKILLS & ATTRIBUTES**

### **Qualifications**

- Degree/post-secondary training in event management, digital communications, nonprofit management or a related field. Or a suitable combination of education and experience in event coordination, CRM/digital management, and youth-focused initiatives.
- Proficiency with Raiser's Edge is a strong asset, or other CRMs, and the ability to adapt to a range of digital tools and platforms as needed.
- Experience using a variety of digital tools to support hybrid and digital program delivery, including Zoom, SurveyMonkey, Cyber Impact and Microsoft Office.
- Experience supporting program coordination, event logistics, and participant engagement.
- Experience working with youth 16–30, particularly those from equity-deserving communities who are facing barriers to employment and training opportunities.
- Eligibility to work in Canada.

### **Skills and Attributes**

- Technical proficiency with CRM systems (preferably Raiser's Edge), digital communication platforms (Cyber Impact, SurveyMonkey), and virtual delivery tools (Zoom).
- Strong understanding of non-formal, outcomes-based education, program and/or curriculum development to deliver dynamic and engaging programs.
- Excellent organizational, planning, time management, and collaboration skills.
- Strategic problem-solving skills to identify, assess, recommend, and implement solutions.
- Cross-cultural competence to encourage safe and inclusive learning environments.
- Empathy and compassion to understand the needs and concerns of program participants.
- Strong communication and interpersonal skills to engage diverse participants, support cross-functional teams, and provide clear, accessible information.
- Demonstrated flexibility and independence, with the capacity to work proactively, support evolving priorities, and occasionally contribute to events outside standard hours (evenings, weekends).

## WHAT WE OFFER

- Salary commensurate with skills and experience.
- Lieu time eligibility for work performed on evenings and weekends.
- Comprehensive employee benefits package, including Health / Drug / Dental coverage, Employee Assistance Program, Life Insurance, and STD/LTD benefits.
- 3 weeks of vacation, plus an additional winter closure of approximately 1 week.
- Paid Time Off (PTO).
- Group RRSP with employer contributions.
- Opportunities for professional development and career growth.
- A chance to make a meaningful impact by supporting youth and contributing to TKTC's mission.

## OUR VALUES

- **Collaboration:** We believe that the success of young people is a collective responsibility. We partner with employers, community organizations, and educational institutions to achieve our mission because we know we cannot do it alone.
- **Ambition:** When the status quo is not cutting it, we do something about it. We bring the right people to the table and champion big ideas and innovative solutions to tackle the challenges of the day, because we believe young people are worth it.
- **Responsibility:** We show up for young people, partners and funders because we take our responsibility to them seriously. We engage in rigorous measurement, track demonstrable results and are transparent. We do not make promises we cannot keep, and we are always accountable.
- **Empathy:** We listen to and learn from young people, communities, and partners to understand their needs and aspirations. We approach our work with inclusivity and compassion, recognizing the diverse challenges individuals face. By valuing different perspectives and lived experiences, we create meaningful opportunities for young people.

## HOW TO APPLY

Submit your cover letter and resume in a single PDF file with the naming convention "FirstName\_LastName" to [humanresources@kingstrust.ca](mailto:humanresources@kingstrust.ca) with the email subject line:

**"Assistant, Programming"**. Applications will be accepted until **June 15, 2025, at 5 PM EST**, on an ongoing basis, so early submission is encouraged.



Royal Founding President - HM The King  
Global Founding Patron - HH the Aga Khan

Président fondateur - SM le Roi  
Mécène fondateur mondial - SA l'Aga Khan

### **Our Commitment to Equity, Diversity, and Inclusion**

The King's Trust Canada is committed to equity, diversity, and inclusion and is dedicated to creating a workplace culture of inclusiveness that reflects the diverse communities we serve. We welcome and encourage applications from First Nations, Inuit, Métis people; Black and racialized people; LGBTQ2S+ individuals, and people with disabilities as we strive to build a more inclusive society.

We are committed to being an equal opportunity employer and ensuring an equal opportunity recruitment process. Accommodations are available to all applicants upon request. We are committed to ensuring a barrier-free process. Please contact us at [humanresources@kingstrust.ca](mailto:humanresources@kingstrust.ca) and we will work with all applicants to accommodate accessibility needs.

Thank you for your interest in this position at The King's Trust Canada. Given the high volume of expected applications, only those selected for an interview will be contacted.

To stay in the loop on future opportunities please follow us on our website and social media | [Website](#) | [LinkedIn](#) | [Instagram](#)