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## KWIC Job Posting: Program Assistant

### Position Summary

**Position Title:** Program Assistant

**Desired Start Date:** July 30th, 2025

**End Date:** Nov 19th, 2025

**Reporting To:** KWIC Executive Director

**Work Term:** 17.5 hours per week for 16 weeks (a total of 280 hrs). This position is funding by Nature Canada's Work to Grow Program, successful applicants must be:

- be between 15 and 30 years of age at the beginning of the employment period;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

**Hourly Rate:** \$18/hr

**Application Deadline:** July 18, 2025 at 11:59 PM EDT (Applications reviewed on a rolling basis)

**Location:** Hybrid work (or remote) from home and from our office at Trent University. KWIC is based in Peterborough/Nogojiwanong, Ontario on the traditional territory and ongoing treaty lands of the Michi Saagiig Nishnaabeg including the First Nations of Alderville, Curve Lake, Hiawatha, Scugog Island, Rama, Beausoleil, and Georgina Island.

### About KWIC

The Kawartha World Issues Centre (KWIC) is an award-winning, small not-for-profit and registered charitable organization that connects people to global issues and local initiatives that change how we

understand the world and foster equitable and sustainable communities.

We make change happen through three key program areas: Community Education, Youth & In School Programs and Umbrella Support for Small and Emerging Community Initiatives. We explore global-local issues from an intersectional approach. KWIC strives to operate from a philosophy of harm reduction and is committed to working from within an anti-oppressive, anti-racist, decolonizing framework that is trauma-informed and values cultural humility and inclusiveness.

You can find more about KWIC's charitable purpose, programs, staff and volunteers by visiting our website: <https://kwic.info/>

## About the Role

The Program Assistant – Climate Kinship Program will support the coordination, outreach, and administration of KWIC's Climate Kinship Program, which builds community and environmental action through education, storytelling, and relationship-building.

This role is ideal for someone who is passionate about climate justice, community engagement, and Indigenous and intercultural approaches to environmental advocacy.

### Key Responsibilities

#### Program Coordination & Engagement

- Assist in planning and delivering events, workshops, and community discussions
- Support volunteer recruitment, coordination, and engagement
- Facilitate other group meetings and ensure inclusive spaces
- Strengthen partnerships with students, faculty, and community organizations
- Promote events through social media, newsletters, and local networks
- Other tasks as assigned

#### Admin and Communications

- Maintain communication with participants via email and social platforms
- Assist with logistics (scheduling, venues, materials) for program events
- Support basic budget tracking and expense documentation
- Support updating the KWIC Community Calendar
- Support with other social media and newsletter posts as needed
- Other tasks as assigned

#### Requirements

- Experience in facilitating outreach and/or programming activities
- Experience in developing outreach and/or programming activities is an asset
- Knowledge of the UN Sustainable Development Goals, and Youth Leadership

- A collaborative working style and enthusiasm for building partnerships
- Strong leadership and interpersonal skills
- Demonstrated knowledge and commitment to social and environmental justice
- Genuine interest and ability to work respectfully, reflectively, and collaboratively with a diverse team of staff and volunteers

**How to Apply:** Email your application in **ONE PDF file** that includes:

1. Cover Letter summarizing your interest skills and/or why you would like to work with KWIC
2. Current Resume
3. Three work or volunteer references

Please email your application to [margaret@kwic.info](mailto:margaret@kwic.info) with the subject line “Summer Education Facilitator” by the deadline of **July 18th, 2025 at 11:59 PM EDT** . Interviews will take place the week of July 21st and 25th.

You will receive an email response confirming that your application has been received. We are grateful for the expression of interest and time in applying to this posting, however, we will follow up only with candidates selected for the interview process. *Please advise us at this time if you require accommodation during the application and interview process.* If you require support or accommodations for your application, please contact us at: [margaret@kwic.info](mailto:margaret@kwic.info).

KWIC invites applications from all qualified individuals. KWIC Is committed to a diverse and equitable workplace and welcomes applications from Indigenous people, People of Colour, newcomers and immigrants, members of the 2SLGBTQ+ community, people of all genders and abilities, and members of other under-represented communities to apply. We encourage applicants to self-identify if they wish to do so. We commit to making reasonable accommodations for those needing additional support and/or with disabilities, including during the interview process.

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