



Idanr • Learning Disabilities **Association of Niagara Region**

Math Program Coordinator & Administrative Assistant

(Maternity Leave Coverage)

Job Description

The Learning Disabilities Association of Niagara Region (LDANR) is a registered charity whose mission is to provide resources and support to individuals who are affected by learning disabilities within the Niagara Region. We provide leadership in learning disabilities advocacy, research, education and services.

Reports to:	Executive Director
Status:	Full-time – 35 hours per week
Location:	Hybrid work environment (combination of remote and in-office work at our office located in the Pathstone Building – 1338 Fourth Avenue, Unit S215, St Catharines, ON L2S 0G1)
Wage:	\$23.50 per hour
Start date:	May 13, 2024 (half-day training sessions from May 13 – May 24, 2024); to start full-time on May 27, 2024
End date:	May 30, 2025

Position Summary

Reporting to the Executive Director, the Math Program Coordinator & Administrative Assistant is responsible for the coordination of the LDANR's math programming and helping the LDANR with any administrative related tasks. Specifically, the Program Coordinator portion of the role will oversee the LDANR's JUMP Math program for children and youth in Grades 1-8 who are demonstrating math difficulties due to a diagnosed, identified or suspected math disability (dyscalculia). The Administrative Assistant portion of the role will primarily perform administrative and marketing type tasks as well as fundraising tasks, where applicable.

Responsibilities – Administration (Approximately 20 hours per week)

- Manage the LDANR's general inquiries via email and telephone;
- Manage the LDANR's marketing and communications (website, social media, creating flyers etc.);
- Process payments in accordance with the LDANR's procedures;
- Recruit and manage volunteers for LDANR Bingo Sessions;
- Maintain databases for payments, donation receipts, client inquiries etc.;
- Assist with preparation and delivery of LDANR events and fundraising initiatives;
- Prepare, review and edit documents, reports, and agency materials;
- Maintain confidential records and files;

- Maintain the organization's CRM Software, Better Impact;
- Other duties as assigned by the Executive Director.

Responsibilities – Math Coordination (Approximately 15 hours per week)

- Administration and management of program staff and volunteers including recruitment, training, orientation, supervision and appreciation;
- Administration of program participant registration and screening;
- Communication with program clients, staff, and volunteers;
- Oversee program data collection and evaluation;
- Ensure programming aligns with funding and agency requirements;
- Manage program sites and materials (virtual and in-person);
- Manage program-specific budgets and databases;
- Assist with reporting to funders;
- Assist with agency events and fundraising initiatives;
- Attend community events/presentations;
- Other duties as assigned by the Executive Director.

Qualifications, Experience and Skills

- Post-secondary education in Education, Psychology, Child and Youth Studies, or other related field;
- Background in Mathematics Education, or related field, an asset;
- Previous experience in an administrative capacity an asset;
- Knowledge of and experience working with individuals with learning disabilities (specifically dyscalculia);
- Experience in programming and evaluation;
- Experience recruiting, supporting and managing staff and/or volunteers;
- Understanding of the not-for-profit sector/community-based organizations an asset;
- Computer literate in all Microsoft Office applications;
- Knowledge of, or desire to learn, computer software/websites such as Mailchimp, Wordpress, and Canva;
- Experience working with CRM Software an asset;
- Manages time and projects efficiently and effectively;
- Evidence to support ability to multi-task;
- Highly organized with strong administrative skills and budgetary management skills;
- Professional and responsible with sensitive and confidential issues;
- Superior verbal/written skills, professional demeanor, communication, problem solving and interpersonal skills;
- Willingness to work flexible hours as required for organizational activities.

Requirements

- **Police Vulnerable Sectors Clearance** valid within one year;

- Up-to-date **Standard First Aid and CPR-C**;
- Access to **reliable transportation** and willingness to travel throughout the region;
- A working device with **microphone, camera, and reliable internet access**;

Application Procedure

Please send a cover letter, resume and the names of three references* by email to Samantha Sendzik-Sinclair, Executive Director at: ssendzik@LDANiagara.org by **Friday, March 29th** at 5:00 pm.

Individuals who require accommodation during the application and/or the interview process should advise the above contact so arrangements can be made.

We thank all who apply; however, only those selected for an interview will be contacted. No phone calls please. For more information about LDANR, please refer to our website www.LDANiagara.org

**By providing the LDANR with the names and contact information of your references, you understand that you are granting the LDANR permission to contact the listed individuals. Prior to applying for the position, please ensure that your references are aware that they may be contacted.*