



Idays • Learning Disabilities Association of York-Simcoe

The right to learn, the power to achieve

About Learning Disabilities Association of York Simcoe:

The Learning Disabilities Association of York Simcoe (LDAYS) is a charitable non-profit organization which was established in 1976. We provide leadership in Learning Disabilities advocacy, research, education and services, and strive to advance the full participation of children, youth and adults with Learning Disabilities (LD) in society. At LDAYS our vision is to assist individuals with Learning Disabilities achieve their full potential. In doing so, we must consider three central branches of our association-our products and services, image and brand and funding. Collectively, with the help of our community, members and funders we can achieve this vision. We promote positive change through: Innovation, Collaborative Partnerships, Credible Advocacy, Informed Public Policy, and Quality Products and Services.

Key Responsibilities

- Under the project Manager direction respond to inquiries from clients, provide information and facilitate referrals to a broader community resource, partners, agency programs, other professionals, agencies, services, or community resources appropriate to clients' identified needs.
- Assist with social media and newsletter development content.
- Develop and strengthen relationships and partnerships with health and social service agencies in the York and Simcoe community.
- Assist in the development and maintenance of a database on community support, services, and resources, as well as relevant organizations and agencies.
- Ability to travel to community locations and attend community meetings, as required.
- Provide information and support to students, parents, consumers and professionals regarding learning disabilities and issues affecting our population.
- Assists in the development and maintenance of resource materials on learning disabilities and related topics for social media.
- Deliver and/or evaluate overall programs, including lesson plans, goals and outcomes, research, etc. on an on-going basis.
- Communicate regularly with participants and parents to monitor progress.
- Programs and services delivery and administration support when needed.
- Evaluate, produce and/or revise program specific materials, including promotional, manuals, etc.
- Deliver Summer camps including planning and preparation.
- Contribute to LDAYS culture by engaging in internal activities, sharing feedback, and bringing a problem-solving perspective.
- Assist with Association's programs and services facilitation.
- Other duties as assigned.

Skills

- Excellent organizational and time management skills
- Ability to multi-task and prioritize jobs
- Ability to communicate effectively
- Excellent customer service and interpersonal skills
- An interest in working both independently and as part of a team in an office setting
- Ability to always maintain confidentiality
- Excellent understanding, keyboarding, and computer skills including Microsoft Teams and Google drives
- Attention to detail
- Willingness to learn
- Creative, organized hardworking, self-motivated, results-oriented

Education and Experience

- Currently enroll on a post-secondary degree is an asset or recent graduate, on SSW, Child and youth, social work or relevant field of study
- Experience working with educators and students
- Proven working experience in the field
- Experience and understanding of working effectively in a diverse environment
- Sound judgement and decision-making skills with the ability to effectively administer/reinforce policies as appropriate
- Prior experience with technologies used for Learning and Outreach including, but not limited to, digital audio/video editing, web-based applications, Zoom, Skype, etc.

Other

- Access to vehicle with a insurance liability of \$1,000,000.000
- Criminal record and vulnerable sector check
- The use of Personal Protective Equipment (PPE) may be required
- Work Conditions and Physical Capabilities: fast-paced environment

HOW TO APPLY

- Must be legally eligible to work in Canada. Non-Canadian applicants must have a valid employment Visa and proper documentation authorizing their ability to work in Canada.
- Applications must include a current resume and a cover letter addressed to the Executive Director Ms. Sirola indicating why you wish to join the team, how you would meet the essential criteria for this key position, and your salary expectation, please email Careers@ldays.org.
- The Learning Disabilities Association of York Simcoe is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. LDAYS is also committed to providing accommodations for people with disabilities. If you require an accommodation, please let us know and we will work with you

We thank all applicants; however, only those selected for an interview will be contacted. Due to the high volume of applicants, we ask that **no phone calls** are accepted regarding this position.

Job Type: 4 days a week in the summer months

Benefits:

- Casual dress
- Flexible schedule
- On-site parking
- Paid time off
- Wellness program

Schedule:

- Monday to Thursday, some Fridays required from June to August

Work Location: In person, Richmond Hill

Application deadline: 2024-04-24