



Live & Let Live Foundation
362 Cornell Centre Boulevard Markham. ON
livefoundation1920@gmail.com
647-836-6264

Live & Let Live Foundation.
Job Posting: Community Program Planner / Social Services

Hours: 35 hours a week

Hourly rate: \$15.50

Total weeks: 6 weeks

Qualification: University student between age 16-30

Live & Let Live foundation is looking for dynamic personnel to upgrade their portfolio through program planning. Understand the importance of program planning.

The Program Planner will work closely with the Executive director in the following fields:

- Design and create a plan for the rest of the year towards planning and programming.
- Observe the weekly program and design programs that suit the needs of individuals and groups.
- Observe weekly program. (One visit is good enough)
- Research other organizations and learn new ways of programming.
- Create and plan a program binder.
- Plan quarterly events to raise awareness about the organization.
- Organize a policy binder with Organization logos.
- Go through the binder for additional policies if any.
- Attend online weekly meetings to update tasks and responsibilities.
- Hybrid working from home.
- Needs access to computers.
- Recording minutes of the meetings
- Knowledge of computers, excel, word document and additional skills preferred.
- Other tasks as assigned by the ED.

Please send your resume to livefoudnation1920@gmail.com

Address: Sajeda Khan

Executive Director

647-836-6264