



## INVITES APPLICATIONS FOR THE FOLLOWING POSITION

<b>Position:</b>	<b>Program Assistant – Student Services &amp; Wellness</b>
<b>Location:</b>	Division Office – Winnipeg, Manitoba
<b>Start Date:</b>	TBD
<b>FTE:</b>	7.25 Hours/Day, 5 Days/Week, 12 Months/Year
<b>Term of Employment:</b>	Permanent
<b>Salary:</b>	\$30.87/hour - \$36.63/hour
<b>Application Deadline:</b>	<b>Thursday, July 24, 2025</b>

Under the direction of the Assistant Superintendent - Student Services & Wellness, the Program Assistant will strengthen operational capacity, improve data use and planning, support staff wellness initiatives, and enhance coordination within the Student Services and Wellness Department.

### **Qualifications:**

- Post-secondary education in Business Administration, Project Management, or a related discipline; or an acceptable combination of education and experience
- Minimum 5+ years of experience with progressively increasing responsibility in a school division or other public sector; experience in the area of student services and/or wellness would be an asset
- Proven ability to coordinate complex logistics and manage multiple responsibilities
- Proficient in the use of various Microsoft 365 applications
- Demonstrated ability to use digital design platforms for formatting, layout, and branding of internal and external documents
- Extensive experience in project coordination, data management, and professional development planning
- Strong organizational and interpersonal skills, attention to detail and collaboration skills
- Excellent written and verbal communication abilities
- Problem-solver with initiative and the ability to work independently
- Extensive experience with managing confidential and sensitive information
- Occasional travel to schools or event locations and some flexibility in hours may be required

### **Duties and Responsibilities (include but are not limited to):**

- Support the implementation and tracking of Student Services and Wellness strategic and operational plans
- Monitor timelines and deliverables for key initiatives and provide regular updates to the Assistant Superintendent
- Collect, organize, and summarize department data to support planning and decision-making
- Prepare summary reports, dashboards, and data presentations for SSW leadership and Area/School teams
- Support documentation and data needs related to grants, evaluations, and compliance
- Organize logistics and schedules for internal and external professional development events
- Coordinate venues, materials, communication, and participant registration
- Maintain and update Student Services and Wellness FSD website information
- Develop internal communication materials such as newsletters, summaries, and templates
- Provide assistance with tracking department expenses, reconciling budgets, completing reports, processing invoices and purchasing requisitions
- Coordinate and support department-wide projects and initiatives
- Schedule and prepare for team meetings, taking notes and tracking follow-up
- Coordinate staff wellness initiatives, events, and campaigns in collaboration with Assistant Superintendent, department and Division employees and committees
- Curate and share wellness resources; maintain wellness-related content on internal platforms
- Gather and summarize staff feedback on well-being, support evaluation of wellness programs and PD

Applicants are required to submit the following:

- cover letter
- current resume
- list of three professional references including contact numbers, all of whom must have knowledge of the applicant's performance in the applicant's current or recent assignment

*Thank you for your interest; however, only applicants selected for an interview will be contacted.*

*By applying, you consent to the Division contacting your references. As a condition of employment, the successful candidate will be required to submit a clear Criminal Record Check (including Vulnerable Sector Check) and Child Abuse Registry Check, at their own expense. Further information is available at [www.fsdnet.ca](http://www.fsdnet.ca)*

*Reasonable accommodations are available for persons with disabilities on request.*

Forward application package to:

Human Resources Department  
30 Speers Road, Winnipeg, MB R2J 1L9  
Fax: (204) 258-2068  
Email: [hr@fsdnet.ca](mailto:hr@fsdnet.ca)

