



The Sashbear Foundation

Making waves for mental health
and suicide prevention

The Sashbear Foundation Programs Administrative Assistant Part-time (20-30 hours/week)

- Provide administrative support for programs, training and related programs
- Work independently and in a team, often to deadline
- Tech-savvy and customer-focused

The Sashbear Foundation:

The Sashbear Foundation is a registered Canadian charity recognized as a leading voice for families impacted by emotion dysregulation, suicidality, and related mental health challenges. Sashbear trains and empowers family members to share life-transforming skills, building community and hope through evidence-based family programs, advocacy and education.

Sashbear delivers free programs across Canada in both English and French, primarily through volunteer effort. Family Connections™ is a 12-week international, evidence-based program offered in Canada by Sashbear three times per year – beginning in January, June and September. Family Connections™ is also offered in a four-day, two-weekend format at least twice each year. Other programs offered by Sashbear include regular DBT skills refreshers, a monthly Expert Educational Series of webinar presentations, and frequent presentations for schools and community groups. Through these programs, Sashbear reaches thousands of Canadians each year.

Summary of Role:

We are looking for someone who will provide administrative support for Family Connections™ groups and Sashbear's other programs, in both English and French. This person will work closely with the Program Manager and other members of the team.

Hours:

20-30 hours/week, remote (you will be working from home, using your own equipment). Some flex-time with expected availability Monday to Friday, typically between the hours of 1pm to 6pm through the day as well as occasional evenings and weekends.

Requirements:

- Excellent written and spoken English.
- Strong written and spoken French an asset.
- Must have reliable internet, a good computer, Microsoft Office.
- Proficiency in Microsoft Office (Excel, Powerpoint, Outlook, Word), Google Suite, and Zoom.
- Familiarity with data management systems or similar software such as Wild Apricot or Salesforce.

Desired Qualities:

Strong empathy and customer service ethic.
Meticulous attention to detail.
Responsible, self-directed and self-motivated
Problem solver.
Tech-savvy. Ability to learn new software as required.
Motivated to learn.
Able to work independently and as part of a team.
Works well under pressure.
Flexibility to meet occasional tight deadlines.
Knowledge of the Family Connections™ program an asset.
Priority will be given to candidates who are bilingual (French-English).

How to apply for paid position:

Email cover letter and resume to info@sashbear.org. Please include your name and Sashbear Administrative Assistant in the subject line of the email.

Deadline to Apply: Applications close November 16, 2022.