



Student Placement Job Description

Program Assistant

About the Organization:

Good Foot Delivery provides meaningful employment to the neuro-diverse community through a reliable, professional courier service delivered via public transit and on foot. By providing employment to this population, we are innovatively delivering social change. At Good Foot we know that creating and fostering an inclusive environment is good business!

In addition to employment opportunities, we provide our Couriers personal and professional development opportunities through workshops, mentorships, and social events. Most importantly, we have created a family that celebrates our Couriers and the neuro-diverse community.

About the Role:

Our position as an employment social enterprise and non profit offers students a unique lens on the issues faced by the community we serve, and allows for direct, one on one interaction with our Couriers in a supportive capacity. Good Foot showcases the importance and value of diversity, equity and inclusiveness amongst the neuro-diverse population in the workforce.

Good Foot Delivery offers a fulfilling placement opportunity for a Social Service or Community Work student, where the selected placement student will support tasks related to our social programming, skills building & development programming, and our food program. In addition, the student will assist with fundraising efforts when necessary and will support the team with various research projects.

Placement students will have the opportunity to gain strong experience in working with, supporting, and learning from neuro-divergent individuals. They will gain valuable skills in relation to non-profit program development, project management, reporting and research.

The student will be supported on high level work, and they will develop independence and time management skills as they are in charge of completing their own day to day tasks.



Duties and Responsibilities:

Program Assistance

Social Program (40%):

- Work with Social Program team to plan, implement and facilitate engaging social programs and events (both virtual and in person)
- Liaise with internal and external stakeholders to coordinate logistics for social programs/events
- Attend and facilitate social programs/events
 - Coordinate and manage day-of logistics (i.e. meeting spot, set-up/clean-up, etc.)
 - Act as point of contact for any unforeseen issues or complications that may arise
- Deliver detailed and accurate communication on multiple internal channels (email, WhatsApp, text and social media) to increase awareness and attendance of social programs/events
- Conduct outreach with Good Foot participants on a one-on-one basis to increase engagement and participation of our social programs/events
- Support with the purchasing and preparation of any required materials

Skills Building & Workshop Assistance (15%):

- Conduct outreach via email, WhatsApp/text, and phone to workshop participants
- Attend workshops and support participants as needed
- Assist with logistics of workshops as needed (i.e. scheduling)
- If time permits, develop and lead 1 workshop on life skills (eg. personal finance management, how to do taxes, online and social media safety, etc.)

Food Program (10%):

- Assist with the creation of materials and policies for the program
- Monitor inventory levels and fulfill supply when necessary

Program & Project Research (35%)

Potential Projects

- Best Practices Guidelines for Social Program
 - Support Social Program team with researching and outlining strategies to improve and meet all accessibility needs while hosting social events
 - Assist with the development of a sensory-friendly guide to support the planning and execution of social events/programs
 - Communicate with internal and/or stakeholders to evaluate effectiveness of project
- Best Practices Guidelines for Food Program
 - Conduct research on best practices, evaluation tools, key performance indicators and methods for food program
 - Compile recommendations for program implementation and improvement



- Assist with the implementation of these practices once reviewed and approved by program team
- Communicate with internal and external stakeholders to evaluate effectiveness of food program

The above statements are intended to describe the general nature and level of work for the position. They are not intended to be a complete list of all responsibilities, duties, and skills required for this position. Duties and responsibilities may be added or changed as deemed appropriate by management.

Qualifications

- Currently enrolled in a post-secondary program for Social Work, Social Service Work or Community Work
- A personal laptop that can be used for placement tasks
- Exceptional interpersonal skills
- Excellent time management skills and ability to meet deadlines under pressure
- Ability to work independently, take initiative, and assume responsibility with minimal supervision
- Familiarity with Google Drive and the Google Workspace (Docs, Sheets, Calendar, etc.) is an asset
- Comfortable working in person in an office environment
- Comfortable attending in person social events
 - Please note that we offer in person social events every few weeks that are often outside of our regular business hours. This includes nights and weekends and the placement student would be expected to attend some of these events as needed. This is subject to change with ongoing COVID-19 recommendations and restrictions.

To Apply:

Please submit your resume to hr@goodfootdelivery.com and fill out the following application; [Good Foot Student Placement Form](#). Submissions and inquiries for this role can be directed to Devon Waldron, at hr@goodfootdelivery.com.

Good Foot is built on values of diversity, equity, and accessibility. Recognizing the unique contributions that individuals from marginalized communities bring to our organization, we encourage applications from people representing the diverse community we serve. Good Foot strives to create a respectful, accessible, and inclusive work environment.