

Job Posting: Maternity Leave Coverage – Material Assistance Program Coordinator

Position: Material Assistance Program Coordinator

Team: Client Services

Reports to: Client Services Director

Term: Temporary (Maternity Leave Coverage), Approx. April 15, 2025 to May 31, 2026

Location: Markham, ON

Hours: 21 hours/week, in office Tuesday-Thursday 9:30am-4:30pm

Compensation: \$20/hour

About Us:

RISE Support Centre is a faith-based charitable organization in Ontario, Canada, dedicated to supporting women and families facing unintended or challenging pregnancies. We strive to promote physical, financial, emotional, and spiritual wellness through programs and services that reflect Christ's love and compassion.

Position Overview:

The Material Assistance Program Coordinator plays a vital role in coordinating and managing client programs that meet the material needs of parents and young children aged 0–4 years. This includes overseeing material donations, facilitating educational workshops, and supervising volunteers to ensure programs align with RISE's mission, vision, and values.

Key Responsibilities:

Program Management

- Oversee Material Assistance Programs, including the **Practical Support Program**, **Growing Goodness**, and **Precious Cargo**.
- Manage care packages, inventory, and donations in collaboration with the Client Services Director.
- Organize workshops and presentations to provide parenting and life skills education.
- Maintain accurate client and program records.

Client Services

- Provide resources, guidance, and peer support related to Material Assistance programs.
- Assist with client registrations, outreach, and follow-ups.
- Refer clients needing additional support to the Client Services Director.

Volunteer Supervision

- Train, supervise, and support Material Assistance Program volunteers.

Program Development

- Stay informed on local resources, best practices, and recalls related to early childhood materials.

Organizational Responsibilities

- Demonstrate Christian values in all interactions, serving as a role model of faith-based compassion and integrity.
- Attend staff meetings, ongoing training, and select RISE events.

Qualifications:

Experience:

- A background in Early Childhood Education, Social Work, or a related field is an asset.
- Experience working with parents and young children (0–4 years).
- Current understanding of the products and equipment used by pregnant women and children aged 0-4 years.
- Keen understanding of pregnancy and early childhood development.

Skills:

- Strong communication, administration, and organizational abilities.
- Competency in using computers and maintaining accurate records.
- Ability to manage diverse volunteers and client needs.
- Self-motivated and capable of working independently and collaboratively.
- **Must be able to carry equipment used by children aged 0-4 years** (such as strollers, bassinets, boxes of diapers, etc.) including on stairs.
- **Must be able to move bins of clothing and carry care packages weighing approx 15-20 lbs.**

Values Alignment:

- Profess a personal faith in Jesus Christ and have been an active Christian for at least three years.
- Support and adhere to RISE's Statement of Faith, Sanctity of Human Life Statement, and Pregnancy Care Canada Core Documents.
- Exhibit conduct consistent with biblical teachings in personal and professional contexts.

Requirements:

- Vulnerable Sector Check
- Completion of RISE's training program.

Why Join RISE?

This position offers an opportunity to make a meaningful impact on the lives of clients and their

families while living out your faith in a professional context. You will work with a dedicated team in a supportive and purpose-driven environment.

How to Apply:

Please submit your resume and cover letter, highlighting your relevant experience and alignment with RISE's mission and values, to exec.director@risesupportcentre.ca

Complete the [online application form](#)

Applications will be accepted until March 21, 2025.

We thank all applicants for their interest. Only those selected for an interview will be contacted.

Note: This role requires adherence to RISE's faith-based mission and values.