



JOB POSTING

United Way BC Work Experience Opportunity - Education Assistant

ABOUT PLACE DES ARTS

Founded in 1972, Place des Arts (PdA) is a not-for-profit arts education centre with a mission to inspire the artist in everyone. Located in Coquitlam, we offer quality instruction for all ages and skill levels in the visual, literary and performing arts. Our Artisan Shop and galleries support local emerging artists, and our events and performances make Place des Arts a cultural hub, drawing together diverse members of the community to experience the arts.

ABOUT THE POSITION

Place des Arts is seeking an **Education Assistant** to support our students in theatre classes and multi-disciplinary Pro-D Day and Spring Break Camps from September 2025 to March 2026, with the option to extend the contract until June 2026. If you're a dedicated, empathetic and qualified professional, we want to hear from you!

This contract requires the candidate to be on-site at Place des Arts on Saturdays from September 13, 2025, to March 28, 2026, from 11AM to 5PM, and during Pro-D Day Camps on Fridays October 24 and February 27 from 8:45AM to 3:45PM, as well as Spring Break Camps Monday March 16 to Friday March 20 from 8:45AM to 3:45PM and Monday March 23 to Friday March 27 from 8:45AM to 12:15PM. Subject to change.

GENERAL ACCOUNTABILITY

Reporting to the Director of Programs and Events and working collaboratively with Program Managers and teachers, the Education Assistant will support students, helping them to fully engage and participate succeed in our arts programs.

SPECIFIC ACCOUNTABILITIES

- Work cooperatively with staff, teachers and volunteers to ensure all students are supported by assisting students who require help with activities, and positive behavioural support in the classroom as well as during transitions and breaks.
- Provide verbal and/or written status reports regarding student support to the Director of Programs and Events and Program Manager(s).
- Reinforce Place des Arts' policy behaviour values .
- Assist with ensuring safe student arrival and departure.
- Reinforce Place des Arts' health and safety protocols.

QUALIFICATIONS, SKILLS & EXPERIENCE

- Completion or working toward completion of a Special Education Assistant Certificate/Diploma (or equivalent education and/or work experience).
- Previous experience working with children and/or teens with support needs and/or behavioural challenges in a field related to education and/or childcare.
- Approachable, patient, caring, friendly, dependable, committed, responsible and adaptable.
- Effective communication skills.
- Ability to evaluate a situation and determine what action to take.
- Ability to work collaboratively with a variety of personalities.
- Proficiency in a second language (French, Korean, Farsi, Mandarin or Cantonese) considered is an asset.
- Individuals who have previously completed a work experience placement through the United Way Work Experience Opportunities Grant may participate again in limited circumstances.

REQUIREMENTS

- Must have a Police Information Check with a vulnerable sector screening completed by position start date.
- Each participant must be legally able to work in British Columbia.
- Must be:
 - BCEA recipient or qualified to receive assistance under the Employment and Assistance Act; or
 - On disability assistance or qualified to receive assistance under the Employment and Assistance for Persons with Disabilities Act; or
 - Hardship Assistance (HA) recipients; or
 - Income assistance through the Person with Persistent Multiple Barriers to Employment (PPMB) benefit; or
 - Qualified to receive assistance from a Treaty First Nation that is funded through the Federal Department of Crown–Indigenous Relations and Northern Affairs Canada; or
 - Qualified to receive assistance from a First Nation Administering Authority that administers an Income Assistance Program on behalf of Indigenous Services Canada.

STIPEND

200 hours, \$3,000 Stipend.

HOW TO APPLY

All submissions should include the following information:

1. Name, address, telephone number and email address
2. Cover letter and résumé

Send your application to opportunities@placedesarts.ca c/o Jessie Au, Director of Programs and Events. This position is open until filled. We thank all applicants; however, only those selected for interviews will be contacted. Place des Arts is an equal-opportunity employer and welcomes applications from all qualified individuals.