



## Program Assistant (Part-time, Contract)

**Quebec City Reading Council (Adult and Family Literacy Centre)** is seeking a Program Assistant to join our team. This position is based at our offices located at 3005 William Stuart, G1W 1V4.

We are a community-based organization dedicated to supporting adult and family literacy in Quebec City. As a small, collaborative team, we value initiative, creativity, and a shared commitment to making learning accessible and meaningful. The ideal candidate enjoys working with others while also being comfortable taking initiative and working independently. They are organized, adaptable, and interested in contributing to programs that support our community.

### Skill Set & Strengths:

- Provides administrative, technical, and logistical support to help ensure the smooth delivery of programs and projects;
- Proficient in Microsoft Word, Excel, and PowerPoint;
- Experience with Canva and CapCut (photo and video editing tools);
- Familiar with social media platforms such as Facebook and Instagram;
- Comfortable engaging with others and, when needed, facilitating or supporting workshops;
- Detail-oriented, well-organized, and able to manage tasks independently;
- Proactive, resourceful, and open to creative problem-solving;
- Bilingualism (English/French) is an asset.

### Terms of Employment:

- Six-month contract, with the possibility of extension
- 20 hours per week
- \$30 per hour, plus 4% vacation pay
- Start date: May 11, 2026

Quebec City Reading Council welcomes applications from individuals who are passionate about community work and literacy, and we encourage candidates from diverse backgrounds and lived experiences to apply.

To apply, please submit your CV/resumé and cover letter to: Cathy Nolan, Executive Director, [cathy\\_nolan@qcrc.org](mailto:cathy_nolan@qcrc.org)