

## Assistant, Mission (Program Assistant, Education)

Mission | Contract | Location: Vancouver



### The Role:

Arthritis Society Canada is actively looking for a student to join our team as an Assistant, Mission from May to August, 2026. Reporting to the Manager, Childhood Arthritis Programming, the Assistant, Mission will help to ensure the effective delivery of our mission-related activities. Specifically, in the key areas of our childhood arthritis portfolio, including the camps, Club Sunrise and backpack program. In addition, this role may assist with other mission programs as required. The Assistant, Mission will support logistical, administrative and data reporting needs to ensure our programs and resources are achieving their intended results.



### What We Do:

Arthritis Society Canada is on a mission to fight the fire of arthritis with the fire of research, innovation, advocacy and information and support. That's because arthritis robs six million Canadians of their mobility, mental and physical well-being, and in some cases, their livelihood. It is Canada's most common chronic condition, and there is no cure.



### Why Join Us:

A career with us is more than just a job. It's an opportunity to use your talents to push back against the devastation of arthritis. Fighting the fire of arthritis gives meaning to our work, incites collective action and drives us to excellence in all we do. Our bold and ambitious strategic plan, Accelerating Impact, is propelling our work to create transformational change. We are a united, transformative and impactful culture, and we will empower you to be successful in your role and build your career. We are honored to be 3-time Canada's Most Admired™ Corporate Cultures award winners, and proud to be accredited under Imagine Canada's Standards Program.



### Our Mission Team:

Our mission team is comprised of professionals nationwide in the areas of research, advocacy, innovation, and information and support. We are Canada's largest charitable funder of arthritis research, helping spark new ideas and igniting careers to improve care for people today, and to find a cure for people tomorrow. Together with our fierce volunteers, we are fighting the fire of arthritis by advocating to all levels of government about pressing policy issues affecting the six million Canadians living with arthritis coast to coast to coast. We are investing in breakthrough, high-risk, high-reward research, collaborating on social impact projects to create transformational health change, and accelerating the success of innovators by getting their solutions to those that need them most. To help people with arthritis flourish and empower their care networks to support them, we are creating patient-centered, evidence-based information resources and developing critical programs.



## Key Accountabilities:

### Programs & Partnerships

- Assist with the organization and execution of Arthritis Society Canada's summer camps, Club Sunrise programs, and the backpack program for children and youth affected by arthritis. This may include developing programming, updating volunteer resources, overseeing camp and backpack inventory, packaging and sending backpacks, etc.
- Manage incoming emails and inquiries directed to the backpack@arthritis.ca inbox from parents and stakeholders, ensuring timely responses and assistance.
- Assist with responding to inquiries received through the Arthritis Line (phone/email/chat).
- Assist with community outreach efforts to improve access and awareness of arthritis resources and programming.
- Assist with research, development/planning, and evaluation of new and ongoing programs as required.
- Provide support for everyday operations associated with mission-related programming as required.

### Data Management

- Assist with post-event and education resource user satisfaction surveys, compiling data and updating reports to ensure Arthritis Society Canada is meeting, and where possible exceeding, its reach and impact targets.

### Other

- Support with administrative tasks, data management and other duties as requested by management including potentially supporting other areas of our mission work.



## Qualifications, Experience & Skills:

- Some post-secondary education.
- Experience with summer camp or children's programming is an asset
- Familiarity with arthritis and its impacts is an asset.
- Experience with community programs, resources, or initiatives is considered an asset
- Excellent interpersonal and communication skills (written and oral).
- Well-developed time management and organization skills with an ability to efficiently manage a diverse range of assignments while meeting multiple deadlines.
- Proficiency in a wide range of computer skills including the Microsoft Office suite of products and Canva.
- Willingness to learn various software programs including CampBrain, HubSpot, or others.
- Bilingual verbal/written (English/French) would be considered an asset.



## Working Conditions:

- This position is designated to our Vancouver office in a hybrid model. This means you will work at least 2 days a week from our Vancouver office and the rest of the days remotely/from home. The exact days you are required to work from our office will be determined by your supervisor. This will include in-person meetings, events, retreats and other opportunities to connect and collaborate.
- 35 hours per week, between Monday and Friday inclusive.
- **It is anticipated this 16-week summer contract will last from May 2026 - August 2026 approximately.**



### Some Highlights of What we Offer:

- **Performance Rewards:** Pay for performance incentive program.
- **Health & Wellness:** Extended healthcare benefits (including dental, vision, prescription drugs & disability coverage), choice of healthcare spending account and/or healthy living account\*, and virtual 24/7 healthcare access\*.
- **Time-Away Programs:** Vacation (at least 3 weeks), personal days, holiday closure & summer hours.
- **Ways of Working:** Working with us doesn't have to mean working in an office to have an impact. Our dedication to enabling you to flourish means that you can have choice and flexibility in where you work and live, subject to the needs of your role, the people you serve and our requirements. We have a hybrid working model, with home and office-based options available. We will always list a primary location which will be where you go for in-person teamwork.
- **Retirement Planning:** DCPP\* whereby you contribute 4% of earnings & we match this with 5%, and a convenient reduced-fees Group RRSP\* scheme.

\*Asterisked offerings are not applicable to contracts

The pay rate for this position is \$20 per hour.



### Apply Now:

This job posting is for an existing vacancy. If you are interested in, and qualified for, this exciting opportunity, please submit a cover letter and resume to **Jessica Caldwell, Manager, Childhood Arthritis Programming** at [jcaldwell@arthritis.ca](mailto:jcaldwell@arthritis.ca) by **April 28<sup>th</sup>, 2026**. As an innovative organization that embraces technology to enable smarter ways of working, we may leverage AI in certain early stages of our applicant screening process, however all final selection decisions are made by our hiring team. We thank all applicants for their expression of interest, however only those selected for an interview will be contacted.

Interested in a different role or know someone that would be a great fit for our team? We are creating an organization that is an exceptional place to work and volunteer. You are encouraged to visit our official careers site at [www.arthritis.ca/careers](http://www.arthritis.ca/careers) where you can view all our current job opportunities across Canada, and learn more about why you should join our team to help extinguish arthritis for good!