

Virtual Program Support Assistant (Paid)

BeSeen Program

About

Park Street Education is a Canadian charity providing free virtual academic and socio-emotional programming for youth facing barriers to Education. The BeSeen Program supports youth connected to the child welfare system through tutoring, mentoring, peer-to-peer programming, and consistent relationships.

Schedule & Commitment

- Remote, Paid (Part-Time)
- Pay rate: \$20.00/hour
- Mondays to Thursdays
- Typically between the hours of 5:30 PM to 7:30 PM EST
- 12-week term (Sept. 21 – Dec. 11, 2026)
- Approximately 62 hours total

Responsibilities

- Open and manage Zoom sessions
- Admit students and manage breakout rooms
- Monitor chat and provide technical support
- Track attendance and take session notes
- Support student reminders and follow-up communications as needed
- Assist with logistics and student engagement

Qualifications

- Reliable and organized
- Strong communication and interpersonal skills
- Strong problem-solving skills, with the ability to think quickly, troubleshoot issues, and adapt in a fast-paced virtual environment.
- Professionalism
- Comfortable using Zoom

- Ideal for students in Education, Social Work, Child and Youth Care, Psychology, Sociology, Human Services, Community Development, or related fields

Screening

- Vulnerable Sector Check required
- References may be requested.