

**We're Hiring!**

**Posting:  
A21799**

**Project Officer  
Part-Time  
(21 hours per week)**

**Women Empowerment &  
Employment Readiness**

### Options Community Services Society

We are a non-profit registered charity providing social services primarily in Surrey, Delta, White Rock and Langley. We believe in helping people help themselves. We believe in collaborating with individuals, businesses, community groups and government to create focused, effective and responsive resources for the community.

We envision a healthy community as a safe and clean environment where we all have a sense of belonging. It is a place where each of us has the opportunity to work and learn, and to develop and realize goals that are meaningful and fulfilling.

WEER - Women Empowerment & Employment Readiness is a program to provide comprehensive skills training delivered through a blended (online & in-person) learning model and customized related supports to vulnerable immigrant and visible minority women to empower them with the skills, knowledge, experiences, networks and resources needed to build resiliency in their economic integration in Canada.

The Project Officer is responsible for performing, coordinating and overseeing administrative duties including data collection (client management system) and management of financial support to project participants. They will assist Project Lead to manage contract agreement.

#### HIGHLIGHTS OF KEY RESPONSIBILITIES

- Work collaboratively with Project Lead, Project Facilitator and Project Job Developer to ensure that project services are up-to-date, innovative and meet the needs of the clients and project outcomes/targets, including monitoring of data quality, data integrity and performance outcomes as per funder expectations.
- Assist Project Lead to ensure that accurate project and client records are maintained and that confidentiality is a priority. Ensures that all pertinent requirements and documentation is complete.
- Perform administrative tasks such as keeping up-to-date client files, billing for services and tracking financial supports as required.
- Order/purchase and maintain supplies. Keep inventory for office supplies, bus tickets and other supplies for clients.
- Complete statistical reports, including dispensing and tracking transportation, job starts and other financial supports as required.
- Assist Project Lead to answer questions and provide accurate information regarding the program; maintain all required forms/assisting clients to complete initial intake forms.

**NOTE: Applicants not selected for an interview will not necessarily be notified.**

Posted: 21-Feb-10

## QUALIFICATIONS

### Education, Training, and Experience

#### Must have:

- Completion of high school preferably with post-secondary administrative certificate/diploma.
- Demonstrated success in an administrative or similar role.

#### Knowledge Skills and Abilities:

- Strong administrative, organizational and bookkeeping skills.
- Strong level of computer proficiency; including Microsoft Word, MS PowerPoint, internet/email, scanning skills, various virtual conference platforms

***Successful candidates will be required to provide a current and satisfactory Criminal Reference Check/Vulnerable Sector Search preceding your start date.***

***Applicants with lived experience are strongly encouraged to apply.***

**CLOSING DATE:** Resumes will be reviewed starting **April 29, 2021** but the posting will remain open until filled and will close without notice.

**PLEASE APPLY TO:** Jenny Lam, Senior Manager  
Options Community Services Society

Email: [Jenny.Lam@options.bc.ca](mailto:Jenny.Lam@options.bc.ca)

Please include a cover letter indicating the posting number **[#21799]** and detailed resume outlining your qualifications and related experience for the position.

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