

We're Hiring!



PROGRAM ASSISTANT

Posting Requisition	22178	Program	<i>Project Based Labour Market Training (PBLMT)</i>
Job Type	<i>Regular, Part-time</i>	Location	<i>Surrey, BC</i>
Hours of work	<i>25 hours per week</i>	Closing Date	<i>Open until filled</i>

Options Community Services is 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.

This position is responsible for performing, coordinating and managing program administrative tasks. Program Assistant works closely with Project team to ensure funding deliverables and outcomes are met; maintain up-to-date records and tracking data to report out on the program participants to both funder and Options Community Services.

ACCOUNTABILITIES

- Perform a variety of administrative duties, including maintaining records in a confidential manner
- Assist program team to promote program and recruit program participants
- Assist program team with administrative tasks and tracking program expenditures.
- Order/purchase and maintain supplies. Keep inventory for office supplies, food vouchers, bus tickets and other program supplies/resources
- Complete statistical reports, including dispensing and tracking of financial support for participants.
- Maintain all required forms/assist participants to complete required forms.
- Assist with program promotion and organizing of program activities.
- Adhere to Policies and Standards as established in OCS Policy and Program Manuals, OCS Health & Safety Guidelines, OCS Job Description(s), written Memos/Directives, funder expectations and COA standards
- Perform other duties as assigned.

QUALIFICATIONS

Education, Training, and Experience:

- Completion of high school preferably with post-secondary administrative certificate/diploma.
- A minimum of one (1) year experience in an Administrative/Intake Worker or similar role.
- Advanced computer skills in MS Office and internet.

Skills and Abilities:

- Experience working with multilingual/ multicultural job seekers.
- Thorough knowledge of employment services and well-rounded knowledge of services and resources in the community.
- Strong ethics around confidentiality
- Flexible and committed to contributing to a team - 'can do', 'will do' attitude
- Competent in relating to very diverse clientele; patient and calm when handling challenging situations.
- Must be sensitive to, and respectful of, cultural and lifestyle diversity.
- Exceptional communication and listening skills to ensure clients feel respected, heard and supported.

We are an equal opportunity employer committed to hiring a diverse workforce

Posted: 22-Oct-24

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- Ability to organize and carry out duties with independence and professionalism.
- Organized and comfortable working in a multi-tasking, fast-paced environment.
- Second language is an asset.

SPECIAL REQUIREMENTS

- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check / Vulnerable Sector search preceding their start date.
- Applicants may be required to provide proof of Covid -19 vaccination.
- Applicants with lived experience are strongly encouraged to apply.

**An eligibility list may be maintained for up to six months. Eligible applicants may be offered a casual position. This position is open to all qualified applicants.*

PLEASE APPLY TO: Diana Delgado, Deputy Executive Director

Options Community Services Society

Email: diana.delgado@options.bc.ca

No phone calls please

Please include a cover letter clearly indicating the posting number [posting #22178] and outlining your qualifications and related experience for the position.