



Internal/External Employment Opportunity Program Assistant, Employment Programs, Burnaby location & Remote Work

Why you should apply with us:

At [MOSAIC](#), we take pride in having a supportive, diverse, and inclusive workplace where employees can trust that their ideas and contributions are valued. We have been recognized in the [2019 List of Best Workplaces™ in Canada \(100-999 employees\)](#) and the [2020 list of Best Workplaces Managed by Women](#) by the Great Place to Work® Institute. With 45 years of experience, we're one of the largest settlement organizations in Canada engaging 350 staff and more than 600 volunteers. Our employees benefit from incorporating many diverse perspectives, taking part in training and career growth opportunities. Come join a vibrant organization and make a difference in someone's life today!

Join our team!

We're seeking a positive and friendly individual who possesses excellent organization and multi-tasking skills to fill the position of Program Assistant for an exciting new project!

POSITION:

Program Assistant

DEPARTMENT:

Employment, Language, and Social Enterprise Services

ABOUT THE POSITION:

The Program Assistant provides support to the Coordinator, staff, and clients through effective, timely performance of administrative and clerical duties.

KEY RESPONSIBILITIES:

- Perform administrative tasks: answer inquiries about the programs/projects; file documents; produce documents and spreadsheets; order office/program supplies and maintain inventory; code invoices, enter/record financial data and other data
- Support clients: register them; maintain client records; provide information/referrals and orientation; additional support as assigned
- Prepare and/or assist with correspondence, invoices, presentations, publications, marketing, reports, and surveys
- Research and compile information and data
- Maintain and provide statistics on participant progress
- Maintain client files to proper standards

MINIMUM QUALIFICATIONS:



- Certificate or diploma in business administration, office management, or a combination of work and appropriate office administration experience
- Current and satisfactory Criminal Record Check required

DESIRED SKILLS AND QUALIFICATIONS:

- Experience providing administrative or clerical support
- Excellent customer service skills
- Strong interpersonal and written communication skills
- Strong organizational and time-management skills
- Ability to work independently and in a team environment
- Proficiency in Microsoft Office suite, Teams, publishing software, databases, and the ability to operate standard office equipment
- Tactful, discreet, diplomatic, patient, flexible and possesses cultural sensitivity and excellent judgement in decision-making
- Strong attention to detail
- Data-entry skills

BONUS SKILLS/CERTIFICATIONS:

- Ability to speak a second language will be considered an asset
- Typing speed of at least 45 wpm will be considered an asset

HOURS:

This is a full-time position

STARTING PAY:

Annual salary commensurate with the level of experience and qualifications

We offer a competitive benefits package with contracts of at least one year in length, offering a minimum of 17.5 hours of work per week.

HOW TO APPLY:

Please apply via email. In the subject line of your email, please type:

“Your Name – Program Assistant, Fast Track to Infrastructure Construction”

Please submit a cover letter and resume in PDF/Word format.

Address your cover letter to:

Hiring Team – Employment Programs

5575 Boundary Road

Vancouver, BC V5R 2P9

Email both the cover letter and resume to employmentprograms@mosaicbc.org.

We thank all applicants for their interest. However, only applicants considered for an interview will be contacted.



DEADLINE TO APPLY:

April 2, 2021

POSTING DATE:

March 15, 2021



MOSAIC is committed to promoting equal employment opportunities for all members of the community