

FAMILY SERVICES of the NORTH SHORE

Full time (35 hours per week)

Position:	Senior Administrative Assistant – Community & Provincial Programs
Position #:	24-2197
Reports to:	Director of Community & Provincial Programs
Location:	North Vancouver office
Closing:	May 12, 2024

The Agency:

Family Services of the North Shore is an accredited not-for-profit, community-based agency committed to making a deep and lasting impact in our community through counselling, support, education, and volunteer programs.

We understand the competing responsibilities of modern life. In every role, we will support both your commitment to our community and the very real need to take care of your family. We also understand that to take care of others, you must first take care of yourself. At Family Services of the North Shore, you can do both. We aim to provide a sustainable model of work-life balance across all our programs and services.

The Programs:

Community & Provincial Programs encompass a variety of prevention and early intervention programs which support our vision of a healthy community where everyone can live full and meaningful lives. Programs include Thrive Family Programs which offer services to parents/caregivers and their children aged 0-6yrs, Seniors and Caregivers Connect which provides support to seniors with chronic or life limiting illness and their caregivers, and Jessie's Legacy Eating Disorders Awareness and Prevention program which provides education, resources, and inspiration to prevent eating disorders.

The Job:

You will provide administrative support to the Director of Community Programs. You will update and manage program registration processes. You will enter client information and other relevant data into the Agency's Nucleus Labs database. You will collect and collate program utilization, demographic and client outcome data. You will set up meetings, take minutes and prepare reports. You will maintain the grant calendar for Community programs and assist with grant applications and reports. You will work with the communications team to create and revise program forms, posters, brochures etc following branding guidelines.

You will provide helpful and pro-active support to the Director of Community & Provincial Programs and work closely with her to ensure the smooth operations of the Community and Provincial programs.

You will also provide back-up reception duties. You will cover lunch and breaks for the regular receptionist as well as vacation and sick coverage as necessary.

The Candidate:

The ideal candidate will have:

- A minimum of 2 years of office experience providing hands-on assistance to a manager or director.
- One year of reception experience.
- Relevant post-secondary education.
- Have a minimum of 2 years working in a fast-paced office environment,
- Be highly proficient with Microsoft 365., Adobe Suite, Microsoft Teams etc.
- Be highly detail oriented and with an understanding of the importance of accuracy.
- Pride yourself on your organizational skills.

- Be able to work with colleagues, volunteers, clients, and others with a high degree of professionalism.
- Have experience with Event Brite, Constant Contact and Canva (asset).
- Have experience working in a not-for-profit (asset).

In addition, you are:

- A team player who is flexible and adaptable.
- Open to feedback.
- Non-judgmental with an understanding the of role privilege plays in relationships.
- Self-motivated with the ability to think logically and problem-solve.
- Highly organized with demonstrated business writing, proofreading, editing and verbal communications skills.
- Able to handle sensitive information in a confidential manner.

Fluency in a language in addition to English would be a significant asset.

Family Services of the North Shore is committed to diversity and inclusion within its workforce and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply to become part of our Agency.

Rate: \$50,652-54,176 (pay grade 7C)

Please respond, in confidence, with cover letter and resume to:

Kathleen Whyte

Senior Manager of Human Resources

Family Services of the North Shore

careers@familyservices.bc.ca

While we thank all applicants for their interest, only short-listed candidates will be contacted.