



Internal/External Job Posting #2017-024

SHARE Family & Community Services Society has the following employment opportunity:
Program Assistant – Casual On Call

SHARE is recruiting for its Casual Pool. Each month, a number of shifts (4 hr minimum) are offered for coverage by Casual Pool staff. Shifts are awarded to interested staff on a seniority basis. If you are interested in joining and are qualified to work as a Program Assistant, please review this posting and consider applying. This is an HSA Bargaining Unit Position and requires Union membership. This position is open to male and female applicants.

Date: May 30, 2017

Start date: Ongoing

Classification/Salary: \$16.35 per hour plus 9.8% in lieu of benefits. Program Assistant Grid Level 7.

Location: Various SHARE sites in Coquitlam, Port Coquitlam and Port Moody

Summary of Duties:

- File Management;
- Receive and process donations, payments, recording and receipting of same;
- Word processing of correspondence, reports, meeting minutes etc.;
- Produce statistical reports;
- Data entry;
- Provide telephone and in person reception relief;
- General clerical and program support;
- Other duties as assigned.

Qualifications Required:

- Grade 12 and at least one year administrative experience;
- Excellent reception & client service skills;
- Competency in MS Office Suite, data entry experience;
- Typing speed of 50 wpm+.

Forward resume & cover letter stating posting #2017-024:
Aneela Masih, Office Manager | aneela.masih@sharesociety.ca

Closing Date: June 12, 2017

SHARE is committed to equity and values diversity. We welcome applications from qualified individuals of all genders and sexual orientations, persons with disabilities, Aboriginal persons and persons of visible minorities.