



Internal/External Job Posting #2017-032

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

Date: September 28, 2017
Start date: Ongoing
Location: Various SHARE sites in Coquitlam, Port Coquitlam and Port Moody
Classification/Salary: Program Assistant, Grid Level 7, \$16.35 – \$19.07 per hour plus 9.8% in lieu of benefits.

This is an HSA Bargaining Unit Position and requires Union membership. This position is open to male and female applicants.

Summary:

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.

Duties and Responsibilities:

- Provide reception, respond to client and staff enquiries;
- Receive and process donations, payments, recording and receipting of same;
- Word processing of correspondence, reports, meeting minutes, etc.;
- Perform data entry using database and Excel worksheets and produce statistical reports;
- Provide administrative support to programs;
- Other duties as assigned.

Qualifications Required:

- Completion of grade 12 and a minimum of one year administrative experience;
- Excellent reception and client service skills;
- Intermediate level of MS Office program and database systems;
- Accurate keyboarding skills of 50 wpm

Required Knowledge, Skills, and Abilities:

- Excellent inter-personal skills; telephone reception skills and a professional manner;
- Strong organizational skills, able to follow through on procedures and use time effectively;
- Good knowledge of standard office practices, methods and equipment.
- Excellent attention to detail, proofreading and organizational skills.
- Excellent inter-personal skills; telephone reception skills and a professional manner;
- Excellent oral and written communication skills.
- Ability to work independently and multi-task to meet deadlines.
- Ability to prioritize and use initiative.

Forward resume & cover letter stating posting #2017-031:
Aneela Masih, Office Manager | aneela.masih@sharesociety.ca

Closing Date: October 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.