



## Internal/External Job Posting #2018-028

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

**Date:** November 21, 2018  
**Start date:** Ongoing  
**Location:** Various SHARE sites in Coquitlam, Port Coquitlam and Port Moody  
**Hours:** Business hours vary for each site, Monday – Friday.  
**Day time and evening shifts will be available. We are especially interested in people who can work evenings Monday to Thursday.**  
**Classification/Salary:** \$16.99 per hour plus 9.8% in lieu of benefits. Program Assistant Grid Level 7.

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.

### 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 oral and written communication skills.
- Ability to work independently and multi-task to meet deadlines.

**Forward resume & cover letter stating posting #2018-028:**  
Aneela Masih, Office Manager | [aneela.masih@sharesociety.ca](mailto:aneela.masih@sharesociety.ca)

**Closing Date:** December 5, 2018

*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.*