



### **Internal/External Job Posting #2018-030**

SHARE Family & Community Services Society has the following employment opportunity:  
**Program Assistant, Regular Full-Time**

**Date:** November 29, 2018

**Start date:** December 17, 2018

**Location:** SHARE Clarke Street Office – 2615 Clarke Street, Port Moody, BC V3H 1Z4

**Hours of Work:** 35 hours per week, 9 day fortnight schedule with alternate Friday off.

Mon to Thu evenings 1:00pm - 9:15pm

Friday, 8:45 am – 4:15 pm

**Compensation:** \$16.99 – \$19.82 per hour, Program Assistant Grid Level 7

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

#### **Summary of Duties:**

- 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;
- Proficient using MS Office Suite and database systems;
- Typing speed of minimum 50 wpm;
- Excellent inter-personal skills; telephone reception skills and a professional manner;
- Strong organizational skills, able to follow through on procedures and use time effectively;
- Able to multi-task, work independently, prioritize, and use initiative.

**Forward resume & cover letter stating posting #2018-030 to:**  
Aneela Masih, Office Manager, [aneela.masih@sharesociety.ca](mailto:aneela.masih@sharesociety.ca)

**Closing Date:** December 7, 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.*