



VANCOUVER ABORIGINAL CHILD & FAMILY SERVICES SOCIETY

JOB POSTING

Administrative Assistants - Casual

Job:	Administrative Assistants - Casual
Hours of Work:	8:30 am - 4:30 pm Monday to Friday
Closing:	Open until positions are filled
Union Position:	Delegated
Salary:	\$20.95 – \$23.63 per hour

At VACFSS, we ensure that the rights, safety, well-being and spirit of Aboriginal children and families are upheld, honoured and protected. We strive to eliminate oppression, discrimination and marginalization within our community. We acknowledge and honour the inherent wisdom, capacity and resourcefulness of our community in designing programs and services to care for our own children and families. Accordingly, we are dedicated to planning, developing, and implementing creative and innovative Aboriginal programs and services in collaboration with members of our community and other agencies.

PURPOSE OF POSITION

VACFSS is seeking Casual Administrative Assistants to support our programs including Child Protection, Guardianship, Resources, Family Preservation and Infrastructure on an on-call basis. Shifts will be available to cover leaves, vacation and projects. Shifts can range from Monday to Friday between the hours of 8:30 am and 4:30 pm at any of our 3 offices including 745 Clark Drive, 3284 East Broadway and 471 East Broadway in Vancouver. This is a great opportunity to start with our Agency and will allow opportunity to apply on permanent positions.

Administrative Assistants report to the Program Administration Supervisor, and are responsible for providing a variety of confidential and professional administrative support services to programs, departments and staff. Some of the administrative duties will include maintaining files, preparing documentation, correspondence, reports and other information as required, utilizing various computer applications; and providing reception support as needed. These functions and all other duties will be performed in a courteous, professional manner. Successful candidates will be task orientated and willing to demonstrate effective teamwork, initiative, organization and interpersonal skills. This role is a frontline position where you will be the first contact with our clients, partner agencies/organizations and other professional colleagues.

Training will be provided at each office location as the responsibilities, procedures and processes may change depending on the office location where you are called to work.

QUALIFICATIONS

Education, Training and Experience:

- ◇ A diploma in an administrative program; and
- ◇ Experience in providing administrative support in a similar environment.
- ◇ An equivalent combination of education and experience may be considered.

Job Skills and Abilities:

- ◇ Proficiency in using Windows based computer applications including MS Office (Outlook, Excel, Word, Word, and PowerPoint) and other standard computer applications.
- ◇ An ability to quickly learn new computer applications and programs.
- ◇ Ability to type 50 wpm keyboarding is required.



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- ◇ Knowledge of and ability to maintain filing systems.
- ◇ Ability to work effectively and cooperatively with team members, other VACFSS colleagues, and personnel of other agencies in the community.
- ◇ Ability to work with clients in a respectful and culturally-sensitive manner.
- ◇ Well-developed interpersonal skills.
- ◇ Good written and verbal communication skills.

APPLICATION PROCESS:

Interested applicants may apply at www.vacfss.com or by using the following link:
<https://vacfs.wufoo.eu/forms/r1dbtk6v16t2lzf/>.

Applications will be accepted from Aboriginal candidates only per Section 41 of the Human Rights Code.