



MOSAIC

Internal/ External Job Posting



POSITION: Program Support Worker (On-call)
DEPARTMENT: Employment and Language Services
LOCATION: Brentwood Language Centre
TERMS: On call for various shifts (morning, afternoon and/or evening)

MOSAIC is seeking an efficient, organized and energetic Program Support Worker to assist in the registration and administrative services for clients in a dynamic and busy Language School for Newcomers to Canada.

CORE FUNCTION: The Program Support Worker provides administrative and student services support for the Brentwood Learning Centre.

KEY RESPONSIBILITIES:

- Register students
- Establish and maintain all student files
- Maintain and follow up with attendance records
- Provide information and make referrals for telephone and walk-in enquiries
- Support full-time program support worker with various duties as requested

QUALIFICATIONS:

- Office Management/Business Administration diploma or certificates and/or appropriate combination of experience and training.
- Excellent computer skills in word processing, spreadsheets, database. iCARE database experience a strong asset. Strong keyboarding and data entry skills.
- Good verbal and written communication skills, effective organizational abilities, sound judgement and initiative, able to multitask. Sensitivity to and understanding of the needs of immigrants; attitudes and values in keeping with the goals and philosophies of MOSAIC.
- Fluency in Chinese, Farsi or Arabic a strong asset.
- Valid criminal record check.

SALARY RANGE: \$15.91/hr (Pay group 2)

APPLICATIONS TO: Hiring Team
Brentwood Language Centre
#101-1899 Willingdon Avenue
Burnaby, BC V5C 5T1
Email: bhc@mosaicbc.com

We thank all applicants; however only those shortlisted will be contacted.

DEADLINE: Friday, December 15th, 2017

