



## INTERNAL/EXTERNAL EMPLOYMENT PROGRAMS JOB POSTING

MOSAIC is seeking an organized, energetic and proficient **Program Assistant** to play a role in the administration of dynamic services to Pre-landed clients.

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**DEPARTMENT:** MOSAIC Employment and Language Programs

**CORE FUNCTION:** Under the general supervision of the Coordinator of the MOSAIC Settlement Online Pre-arrival (SOPA) Services, the **Program Assistant** is responsible for providing administrative support to the Program Coordinator, Facilitators and the Program Participants.

**QUALIFICATIONS:**

- Office Management/ Business Administration diploma or certificate and/or appropriate combination of experience and training.
- Minimum of one year providing administrative support, preferably in an employment services setting.
- Experience with computer applications and databases. Proficient in the use of the Internet, online resources, and email. Ability to fix simple computer and office equipment problems.
- Ability to provide program participants with online support.
- Strong keyboarding and data entry skills. Minimum 45 words/minute.
- Good verbal and written communication skills and the ability to provide strong administrative support for meetings.
- Ability to prepare regular monthly reports.
- Ability to use databases to track participants' information.
- Ability to register participants into the program.
- Effective organizational abilities, sound judgement and initiative, able to multitask.
- Knowledge of the Lower Mainland labour market and experience working with government funded employment programs an asset.
- Fluency (verbal and written) in another language would be an asset.

**POSITION TYPE:** This is a full-time position (35 hrs/week) starting in October 2015. (Please note that the program will be located in Surrey and that hiring is contingent upon funding contract finalization).

**WAGE RATE:** Level varies based on years of experience (Level 1: \$15.91/Hour)

**RESUMES TO:** Hiring Team - MOSAIC Employment Programs  
1522 Commercial Drive  
Vancouver, B.C. V5L 3Y2  
Email: [employmentprograms@mosaicbc.com](mailto:employmentprograms@mosaicbc.com)

Please reference **Your Name - "Pre-arrival Program Assistant"** in the subject line of your application and submit via email (Word / PDF format). Please indicate any additional languages spoken. Only those selected for an interview will be contacted.

**DEADLINE:** August 21, 2015

Posting – Pre-arrival Program Assistant  
Posting Date: August 7, 2015