Employment Opportunity

Program Administrative Assistant
REACH/Surrey Youth Reaching Home
Term Full –Time (18 months)(35 hours per week) (Grid 7)

PCRS is a long-standing, award-winning not-for-profit that serves the most vulnerable people in the Province of B.C. We believe that helping the most marginalized individuals and families will raise the health and well-being of the communities we serve. Our vision is to see everyone thriving in strong, healthy communities, and our mission is to inspire healthy and inclusive communities through leadership and collaboration. We value advocacy, diversity and inclusion, empowerment, service excellence, stewardship, and well-being. We have been recognized for placing a high value on work-life balance. Our Employee Family Assistance Program has a full preventative health program, including nutrition awareness, stress reduction, and tools to assist our staff with maintaining a work-life balance. We take care of our people who take care of the people we serve.

Position Summary:
The Program Administrative Assistant will welcome visiting youth, professionals, and guests at Surrey Youth Hubs. The successful applicant will have excellent customer service skills, experience working in a youth-focused environment with multi-barrier youth, an excellent telephone manner. They will provide accurate word-processing support, including editing/composing various correspondence and assisting with organizing meetings and/or special events and organizational and research projects as directed. They will develop and maintain a well-organized filing system (paper and electronic) and upload documents to the database that permits easy reference and rapid retrieval of information, which includes managing a series of web-based file management systems. They will receive and respond to telephone inquiries in a timely and professional manner.

Desired qualifications include excellent organizational skills, effective time management, detail-oriented, prioritizing and multi-task in a fast-paced environment; experience with computer applications/databases; excellent math skills and strong communication skills with a diverse population; ability to work collaboratively with a team as well as independently. The accounting, tracking and reporting of contractual targets for the program, coordination of confidential direct service and systems information management. He/she will ensure computerized records are captured accurately and maintained based on procedures.

The successful applicant will have 2-5 years related experience and two years of direct administrative support; excellent communication skills; including contracting requirements, program expectations, resources, organizations, and challenges; strong comprehension of all Microsoft Office programs and database systems including, M.S. Word, Excel, Access, and various web-based applications.
Basic Requirements:
- Criminal Record Check including the vulnerable sector
- High level of communication skills, both verbal and written
- Demonstrated ability to operate office equipment
- Suitable to work with multi-barrired youth
- Proficient in M.S. Word, Excel, Access, Outlook, and navigating the Internet.

Desired Requirements
- Experience working in social services and multi-hub programs is desired.
- Experience in Tracking and Monitoring Federal Contracts
- Experience in the new web 2.0 applications and social media.

IMMEDIATE SUPERVISORS
- Associate Manager Newton Youth Hub
- REACH Program for Youth Supervisor

Salary Range: 21.65/hour – $23.88/hour, Plus term benefit package (100% employer-paid)
Closing Date: Open until filled
Apply at: https://pcrs-external.scouterecruit.net/jobs/PCRS236

“PCRS fosters an environment that ensures a sense of belonging, dignity, and respect. We welcome applications from persons with diverse backgrounds and all abilities.”