



Internal/External Job Posting #2024 - 002

SHARE Family & Community Services Society has the following employment opportunity:

Program Assistant – Casual on Call

Date: January 24, 2024

Start date: Immediately

Location: Various SHARE sites in Coquitlam and Port Moody

Hours: Business hours vary for each site, Monday – Friday.
Day time and evening shifts will be available. We are especially interested in people who can work evenings Monday to Thursday.

Classification/Salary: \$23.47 - \$26.97 per hour plus 10.2 % in lieu of benefits. JJEP Grid Level 7.
This is an HSA Bargaining Unit Position and requires Union membership.

Summary:

SHARE is recruiting for its casual pool. Each month, a few shifts (4 hr minimum) are offered for coverage by casual staff. Shifts are awarded to interested staff on a seniority basis.

Duties and Responsibilities:

- 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.
- Excellent reception and client service skills.
- Intermediate level of MS Office program and database systems.
- Accurate keyboarding skills of 50 wpm

Required Knowledge, Skills, and Abilities:

- Excellent inter-personal skills; telephone reception skills and a professional manner.
- Strong organizational skills, able to follow through on procedures and use time effectively.
- Good knowledge of standard office practices, methods, and equipment.
- Excellent attention to detail, proofreading and organizational skills.
- Excellent oral and written communication skills.
- Ability to work independently and multi-task to meet deadlines.

Forward resume & cover letter stating posting #2024 – 002:

Mitra Baghaii, Office Manager | mitra.baghiai@sharesociety.ca

Closing Date: February 9, 2024

SHARE recognizes the systemic discrimination that Black, Indigenous, Persons of Colour and many other groups have historically experienced, and continue to face in our society, and in our community. SHARE is committed to being an inclusive, welcoming, and unbiased employer and service provider. Further, we are encouraging members of these communities to apply for this position. Please feel free to let us know if you carry any of these identities.