



JOB POSTING

Big Brothers Big Sisters of the Fraser Valley is seeking to hire an energetic, motivated, child/youth-focused Program Assistant to assist the Mentoring Coordinators. In addition, event support, recruitment and marketing, and community development will be other areas of focus in this position.

Position:	Program Assistant
Reports to:	Executive Director
Start Date:	ASAP
Hours:	21 hours/week (hours may increase during peak seasons)
Location:	Across all areas within the organization. Geographical responsibility includes Abbotsford, Mission, Maple Ridge, Pitt Meadows, Chilliwack, Agassiz, Hope.

General Description

The Program Assistant is responsible for providing administrative, clerical, and casework assistance associated with supporting the casework team and administrative team, including the Executive Director and Mentoring Coordinators, in an effective and efficient manner on a daily basis.

Responsibilities

- Works in consultation with all Mentoring Coordinators to provide assistance in the day to day casework operations of the agency:
 - assists with recruitment strategies and activities
 - assists with screening activities and case monitoring
 - ensures that information is entered correctly in the CRM system
 - maintains casework filing system
 - assists with the coordination of match (group) activities
 - completes statistical collection and reporting as needed
 - performs other related duties as assigned
- Works under direction of the Executive Director to provide assistance in the day to day administration of special events and marketing:
 - communicates with event attendees, volunteers, staff, and companies and promote participation in events
 - strengthen relationships with existing companies/supporters
 - communicate agency mission and campaign goals to events participants
 - attend events meetings and provide updates on event administration
 - social media promotion
- Other responsibilities and duties as required



Expectations

- Demonstrates belief in BBBS Mission, Vision and Diversity statements of the agency
- Adheres to internal service delivery policies as well as national standards for program delivery
- Respects the policies as set by the Board, including privacy and confidentiality
- Communicates and interacts tactfully and respectfully
- Exhibits and models a professional demeanor
- Follows direction carefully and independently
- Demonstrates appropriate oral and written communication skills
- Exhibits sound organizational and planning skills
- Exhibits and models creative problem solving habits and priority setting skills
- Performs multiple tasks and responsibilities in a complete and timely manner

Qualifications

- Diploma in social service field
- Minimum of 2 years' experience working in youth focused social services;
- Or an equivalent combination of each

Skills

- Computer proficiency
- Working knowledge of Client Records Management systems
- Experience with using basic counselling skills (Attending, Active listening, Empathy, etc.)
- Experience with supporting event planning; basic marketing, promotion and logistical planning
- Ability to work independently
- Strong communication skills
- Public speaking

Requirements

- Current drivers' license
- Clear criminal record check
- Ability to travel to multiple work sites

Remuneration

\$17.47/hour plus health and welfare benefits (based on minimum of 20 hours/week) after 3 months continuous service

Please apply, in writing, to corina.carroll@bigbrothersbigsisters.ca

No phone calls please. Only qualified applicants will be considered.

Big Brothers Big Sisters of the Fraser Valley is an equal opportunity employer.