

## **Administrative Assistant**

**Position Type:** This is a permanent, part-time position, subject to continued funding.

**Location:** This is an in-office position. The Fed's offices are located at 360 – 555 Sixth Street, New Westminster, BC V3L 5H1.

**Summary:** This is a peer-based position for youth in and from [government care](#) between the ages of 15-28. Administrative Assistants are essential to the operational success of our organization, and supports us to provide engaging, relevant programs for youth in and from government care. Specifically, this position supports our day-to-day operations, including being a first point of contact with the public. This position requires a high degree of professionalism, being detail oriented and organized, and navigating competing demands. Do you want to make a difference for youth in and from government care? If so, this is the role for you!

We believe that all people are capable of great things and because of this we encourage you to apply even if you do not meet all the requirements listed in the position description.

Click here to read the [full position description.](#)

**Wages:** 14 hours per week at \$25.75 per hour (\$18,746 Annually)

**Benefits:** Upon completion of probation period, successful candidates receive four weeks paid vacation (pro-rated); 6% of hourly wages contributed to an RRSP; wellness time; 5% of hourly wages in lieu of health benefits.

**Schedule:** Part-time. Monday to Thursday 9AM to 12PM, Friday 10AM – 12PM, with occasional, planned evening and weekend hours.

**Start Date:** January 20, 2025

**Application Deadline:** DECEMBER 2, 2024, by 8AM.

**Important Note:** Candidates that are contacted for interviews must be available for an interview between December 3-6, 2024.

**How to apply:** On our website - <https://fbcyicn.ca/current-opportunities> Please complete our [applicant questionnaire](#) by December 2 at 8AM and attach your resume, where directed in the form, in PDF format.