



Administrative Assistant

Position:	Administrative Assistant
Status:	Regular Full-time
Department:	Guardianship (SAJE & Child and Youth Engagement sub-programs)
Location:	3284 East Broadway, Vancouver, BC
Classification:	Grid 09, Delegated Programs
Salary:	\$1,923.81 to \$2,167.41 bi-weekly

At VACFSS, we ensure that the rights, safety, well-being and spirit of Indigenous children and families are upheld, honored and protected. We strive to eliminate oppression, discrimination and marginalization within our community. We acknowledge and honor the inherent wisdom, capacity and resourcefulness of our community in designing programs and services to care for our own children and families. Accordingly, we are dedicated to planning, developing, and implementing creative and innovative Indigenous programs and services in collaboration with members of our community and other agencies.

- Join an Agency that strives to provide services to strengthen Indigenous families culturally and spiritually!
- Receive a competitive salary of \$50,190.86 to \$56,546.21 per year PLUS a comprehensive benefits package!
- Take on a challenging role that provides membership in the Public Service Pension Plan!

Job Summary:

The Guardianship Administrative Assistant, Strengthening Abilities & Journeys of Empowerment (SAJE) and Child Youth Engagement is responsible for delivering comprehensive administrative support to ensure the efficient operations of these service areas. This position functions under the mandate of the Guardianship Program which includes supporting the Program Manager and Director, as well as providing dedicated administrative support to the SAJE and Child and Youth Engagement roles. The role also extends to offering general administrative support to the broader Guardianship Program. Key responsibilities focus on managing program documentation, maintaining accurate records coordinating schedules, processing data, and facilitating communication to ensure smooth and timely service delivery across all program areas. This position may also be required to provide backup coverage for the Front Desk Administrative Assistant including breaks and scheduled days off (such as sick leave, vacation, and flex days). These duties should be performed in an organized, courteous manner and requires working in a team environment. Such other duties and responsibilities may be assigned consistent with qualifications and experience.

The Administrative Assistant must be able to perform duties using tact, discretion, sensitivity and confidentiality, with high attention to detail. The responsibilities include:

- Assist SAJE Transition Workers in ensuring contracts are uploaded to the SAJE Drive and payments are processed on time.
- Monitor and communicate with SAJE Transition Workers regarding upcoming contract expirations.
- Provide Child and Youth Engagement support for engagement activities, including scheduling, preparing materials, and tracking participation.
- Assist with organizing cultural and community events for youth engagement.
- Handles incoming and out-going correspondence daily, maintains accurate records, and completes courier slips when necessary.
- Prepare program materials, documentation such as correspondence, reports, statistics, and records using a variety of Windows based applications as requested.
- Maintains program client files and/or general filing systems
- Responsible for opening and closing electronic records in a timely manner.



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- Provides reception & backup coverage.

A complete job description will be provided to candidates to review during the interview process.

QUALIFICATIONS:

Education, Training and Experience:

- A certificate in an administrative program; and
- Minimum three years' experience working in an office setting.
- An equivalent combination of education and experience may be considered.
- Knowledge of various filing systems and maintenance.
- Knowledge of office practices and procedures.
- Aptitude for computer applications and ability to navigate the internet.
- Proficiency in using Windows based computer applications including spreadsheets (Excel), word processing (Word), power point and other standard computer applications.
- Ability to type 50 wpm.

Key Competencies:

- Relational Engagement
- Leadership
- Collaborative Planning and Decision Making
- Emotional Competency
- Resilience
- Cultural, Spiritual Expression

Job Skills and Abilities

- Proven work experience in administration or similar role in a fast pace and stressful work environment.
- Proficiency in using Windows based computer applications including MS Office (Teams, Outlook, Excel, Word, and PowerPoint) and other standard computer applications.
- An ability to quickly learn new computer applications and programs.
- Ability to type 50 wpm keyboarding is required.
- Knowledge of and ability to maintain filing systems.
- Ability to work effectively and cooperatively with team members, other VACFSS colleagues, and personnel of other agencies in the community.
- Ability to work with clients in a respectful and culturally sensitive manner.
- Ability to engage with emotionally heightened clients or clients facing stressful situations.
- Well-developed interpersonal skills.
- Good written and verbal communication skills.

Note:

- This position requires Union membership.
- Applications will be accepted from applicants of all genders.
- Preference may be given to qualified Indigenous candidates as per Section 41 of the Human Rights Code
- This position requires the incumbent to be available in the office. Remote work is unavailable.



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BENEFITS:

- Extended health and dental
- Group life and AD&D
- Employee and Family Assistance Program
- 100% employer-paid premiums
- 3 weeks of vacation
- Public Service Pension Plan
- Access to VACFSS' Staff Support Counsellor
- Access to Indigenous Cultural Teachings as coordinated by the Agency
- Participation in the Accumulated Time Off (ATO) Program

APPLICATION PROCESS:

Applicants may apply by completing the Application on the Employment Opportunities webpage www.vacfss.com or by using the following link: <https://vacfsscareers.easyapply.co/>. We thank all candidates for their interest; however, only those selected for an interview will be contacted. Preference may be given to qualified Indigenous candidates as per Section 41 of the Human Rights Code.

Situated on the unceded and occupied territories of the Coast Salish Peoples, including the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), Sel̓íl̓witulh (Tsleil-Waututh), and Stó:lō nations.