



Newcomer Family Resource Network

## Full Time Program Assistant

### Job Posting

#### **Job Overview**

*The Program Assistant works with program directors and co-ordinators assisting with various administrative and direct delivery tasks. The Program Assistant provides support and expertise to enhance program delivery*

#### **Role and Responsibilities**

##### **General**

- Reception duties including first point of contact for visitors and telephone calls
- Provide on-site technical support and required maintenance for all Mosaic computer and multimedia equipment and troubleshoot as needed
- Assist the LINC Co-ordinator with student contact duties including phone calls and following up on student absence
- Assist with annual asset inventory
- Ensure all office equipment is maintained and operating efficiently
- Record, mail and maintain all invoices
- Carry out bank deposits
- Order materials, and supplies
- Update website, social media sites
- Assist with quarterly newsletter, and Family Programs quarterly schedule
- Helps to keep the office and waiting areas neat
- All other tasks required for the smooth and efficient running of the office

##### **Qualifications:**

- Office Administration certificate from a recognized educational institution and two years related experience
- **Required:** IT experience and troubleshooting ability
- Self-motivated, highly organized and able to manage time effectively
- Administrative experience
- Excellent interpersonal, English, oral and written communication skills
- Excellent telephone skills
- Excellent computer skills (Outlook, Word, Publisher and Excel proficiency)
- Demonstrated ability to work effectively with minimal supervision
- Willingness to work as a team player with collaborative decision-making processes
- Language other than English an asset
- Experience with Wordpress is an asset
- Access to a vehicle for travel to Mosaic off-site locations an asset
- Clear criminal record check

##### **Job Details:**

- Location: 397 Carlton Street plus some travel to Mosaic off-site locations
- Hourly rate: \$17.56/hour to start plus a generous employee benefits package
- Hours per week: Full-time 37 hours per week
- Start date: January 2017

**To apply for this position, please send a résumé and cover letter to [vcavers@mosaicnet.ca](mailto:vcavers@mosaicnet.ca) by Wednesday, December 21, 2016**

*We appreciate all applications; however, only short listed candidates will be contacted*