



# SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

6470 Victoria Dr., Vancouver, BC V5P 3X7 ph: 604-324-6212 fax: 604-324-6116 website: www.southvan.org

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## Childcare Administrative Assistant (Internal/External)

### Job Overview

South Vancouver Neighbourhood House is seeking an energetic and enthusiastic Childcare Administrative Assistant. The Childcare Administrative Assistant will work under the guidance and direction of the Childcare Director to provide administrative support.

### Role and Responsibilities

- Organize and maintain the childcare centre waitlist.
- Assist with registering new families.
- Put together registration packages and childcare manuals.
- Organize, file and maintain forms and documents.
- Assist with organizing and tracking furniture and equipment orders and deliveries.
- Assist with contacting families for waitlist and registration via email and phone.
- Social media/marketing & promotions. Create posters and signages.
- Edit and proofread forms, manuals, and other communication materials.
- Provide support where need.

### Qualifications and Skills

- Administrative experience.
- Childcare experience an asset.
- Customer service experience an asset.
- Very organized and detail oriented.
- Able to take instructions and follow through.
- Strong time-management and prioritization skills.
- Good problem-solving skills and flexible.
- Excellent written and oral communication in English.
- Second language in Cantonese, Mandarin, Vietnamese, Punjabi, Hindi, or Tagalog an asset.
- Computer proficiency including MS Office 365, data entry and social media.
- Clear criminal record check

### Employment Terms

- Job Type: Permanent Part Time
- Monday to Friday, 17.5 hours per week with flexible schedule
- Start Date: June 7, 2021
- Salary: \$17.98 per hour plus 4% vacation pay
- Benefits: Excellent benefit package including vacation, paid sick-time, medical extended health, dental, pension plans and professional development opportunities

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## To Apply:

The Association of Neighbourhood Houses of BC is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying for the position. Our total compensation and benefits package reflect our commitment to our staff and their family. All qualified individuals are encouraged to apply, with subject line “Childcare Admin Assistant” by 5pm by June 4, 2021, in confidence to:

Jeanette Wong, Childcare Director  
6470 Victoria Drive  
Vancouver, BC V5P 3X7  
[jeanette@southvan.org](mailto:jeanette@southvan.org)

We thank and acknowledge all applicants and will proactively contact only those selected for interviews.

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