



SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

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

Welcome Bienvenue Chào mừng Quý Vị ਜਮਾਇਆ ਠੂ Bienvenidos 환영합니다

Childcare & Administrative Assistant (Internal/External)

Job Overview

South Vancouver Neighbourhood House is seeking an energetic and enthusiastic assistant for the childcare and reception team. The Childcare & Administrative Assistant will work under the guidance and direction of the Office Manager & Childcare Director to provide administrative and childcare support.

Role and Responsibilities

Administrative:

- Creating a warm and welcoming environment.
- Organize, file, and maintain forms, waitlist, and documents.
- Social media/marketing & promotions. Create posters and signages.
- Edit and proofread forms, manuals, and other communication materials.

Childcare:

- Ensuring the safety, health, and well-being of children
- Guide and assist children in the development of daily care routines
- Establish and maintain good communication and rapport with parents and caregivers
- Establish and maintain collaborative relationships with other community service providers working with children
- Light housekeeping to ensure program facilities and equipment are safe and clean
- Provide support where need.

Qualifications and Skills

- **This position is funded by the Canada Summer Jobs and to be eligible, youth must be:**
 - between 19 to 30 years of age at the start of the employment;
 - a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment*; and,
 - have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- Education in administration, childcare, or related field
- Administrative and childcare experience an asset.
- Customer service experience an asset.
- Very organized and detail oriented.
- Able to take instructions and follow through.
- 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.

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- Computer proficiency including MS Office 365, data entry and social media.
- 20 hours of Responsible Adult training or equivalent as per BC Childcare Licensing requirement
- Valid First Aid, copy of current immunization record & clear criminal record check upon hire required
- Enjoys working with children and community members in a diverse and inclusive setting
- Clear criminal record check

Employment Terms

- Job Type: Short Term Full Time
- Monday to Friday, 35 hours per week
- Start Date: June 13, 2022
- End Date: September 2, 2022
- Salary: \$19.70 per hour plus 4% vacation pay

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 May 20, 2022, in confidence to:

Jeanette Wong, Childcare Director
6470 Victoria Drive
Vancouver, BC V5P 3X7
jeanette@southvan.org

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

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