



# SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

6470 Victoria Dr., Vancouver, BC V5P 3X7 ph: 604-324-6212 fax: 604-324-6116 website: [www.southvan.org](http://www.southvan.org)

Welcome Bienvenue Chào mừng Quý Vị Bienvenidos 환영합니다 ਜੀ ਆਇਆਂ ਨੂੰ

## Job Posting-Administrative Assistant PBLMT Project

*South Vancouver Neighbourhood House (SVNH) is located on the unceded, occupied, ancestral and traditional homelands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish) and Səlilw̓ atəʔ/Selilwitulh (TseilWaututh) Nations. We recognize the vast cultural diversity of Indigenous people and acknowledge the heterogeneity of their opinions, representation, needs and desires. We dedicate ourselves to walking in solidarity beside our Coast Salish neighbors and South Vancouver community members as we work collectively towards community building.*

South Vancouver Neighborhood House, a non-profit social service organization, is looking for a skilled and motivated Administrative Assistant to provide support, and assistance to multi-barriered clients. This position will work as the PBLMT's (Project Based Labor Market Training) and Administrative Assistant of SVNH and its service partners in this project funded by Ministry of Social Development & Poverty Reduction. Reporting to the Project Coordinator/Facilitator and under the supervision of the Manager- Settlement and Family Programs, the incumbent will oversee the administration of programs within SVNH, and other tasks will include organizing events, handling registrations, planning, and implementing scheduled events and coordinating trainings with other team members and service providers.

### Responsibilities:

- Perform administrative tasks: answer inquiries about the programs/projects; file documents; produce documents and spreadsheets; order office/program supplies and maintain inventory; code invoices, enter/record financial data and other data
- Assists the project coordinator/facilitator in preparing logistics to conduct information sessions, workshops, and marketing activities.
- Support clients: register them; maintain client records; provide information/referrals and orientation; additional support as assigned
- Implements social media marketing and promotional activities to boost programs, recruit volunteers and participants.
- Maintain records and reports; helps with tracking financial expenses
- Performs other duties and responsibilities as directed by the project coordinator/facilitator
- Maintain and provide statistics on participant progress; organize client files to proper filing standards

### Qualifications

- Post-secondary Education with a focus in Administration, Office Management, or a combination of work and appropriate office administration experience
- Current and satisfactory Criminal Record Check required
- Previous experience in Program Management and/ or Administrative Assistant an asset

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## Desired Skills and Competencies

- Excellent customer service skills
- Organization Skills, Ability to work independently and as part of a team
- Attention to Detail and a Proactive problem solver
- Outstanding communication, interpersonal and people skills
- Proficiency in MS Office suite, including Word, Excel, Outlook, PowerPoint and Teams.
- Experience providing administrative or clerical support
- Data-entry skills

## Hours & Wages:

- Wage: \$22.90/hour
- This is a one-year position at 21 hrs./week starting Jan 20<sup>th</sup>, 2023, till Jan 5<sup>th</sup>, 2024

**To Apply:** Please email cover letter and resume with subject line "Administrative Assistant" by 5pm on Jan 15<sup>th</sup>, 2023, to:

Huda Bolbolan, Manager Settlement & Family Programs  
Email: [huda.bolbolan@southvan.org](mailto:huda.bolbolan@southvan.org)

Association of Neighborhood Houses and South Vancouver Neighbourhood House are equal opportunity employers. Only successful candidates will be contacted.

Canada



This program is funded by the Government of Canada  
and the Province of British Columbia.

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