



EXTERNAL POSTING

Position Title: Program Assistant, Community Services, .8 FTE – Term position
(Effective September 12, 2022 – August 31, 2024)

Reports to: Manager, Community Services

Salary Range: Administrative Assistant

Union Affiliation: CUPE Local 2348

Position Summary:

The Program Assistant performs a wide variety of routine to moderately complex administrative support duties as applicable to assigned program(s). The Program Assistant maintains and processes data for the assigned program(s), assists in the organization of seminars and events and also provides related administrative support to other staff as assigned.

QUALIFICATIONS:

Education:

- ❖ Graduation from high school or equivalent and a minimum of one year administrative/clerical experience

Experience, Knowledge, Skills, Abilities:

- ❖ Exemplary communication skills both verbally and in writing
- ❖ Ability to relate to people in a friendly, courteous manner
- ❖ Ability to organize and adjust to variable workloads or interruptions as required
- ❖ Ability to maintain confidential and/or sensitive information
- ❖ Operational skill on basic office equipment
- ❖ Knowledge of advanced public relations procedures
- ❖ Keyboarding skill of 50 words per minute
- ❖ Demonstrated skills in maintaining files and records and to perform data entry utilizing Microsoft Office applications
- ❖ Ability to adjust to variable workloads / interruptions
- ❖ Demonstrated ability to work both as a collaborative team member and independently
- ❖ Ability to relate to people in a friendly, courteous manner
- ❖ Ability to serve on various committees
- ❖ Ability to apply skills and knowledge to routine work
- ❖ Ability to exercise sound judgment, initiative, flexibility, creativity, and sensitivity to changing situations and needs
- ❖ Experience in working with volunteers

Please submit resume to:

A & O: Support Services for Older Adults
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