

JOB POSTING

Administrative Assistant-Summer Position (Post-Secondary Student)



Aboriginal Mother Centre Society

The Aboriginal Mother Centre Society is a non-profit organization that provides Transformational Housing (TH) and other supports for single, Aboriginal mothers in Vancouver, including a licensed daycare for children age 3-5, and other social support programs to the TH Residents and some community members. The Aboriginal Mother Centre Society is seeking applications for a Full-Time Summer Administrative Assistant.

Job Title Summer Administrative Assistant

Name of Facility Aboriginal Mother Centre Society

- Qualifications**
- Must be a full-time Post-Secondary student returning to school in Fall of 2017 as a FT Student
 - Post-secondary education in area of office administration.
 - 2-4 years of experience, or an equivalent combination of education and experience.
 - Ability to effectively interact with, and work with, a variety of people from many diverse backgrounds and socio-economic strata.
 - Excellent communication skills (both verbal and written), strong interpersonal, problem solving, presentation and organizational skills.
 - Excellent knowledge of post-colonial issues affecting Aboriginal people with a view to how to overcome those issues.
 - Extremely knowledgeable of Aboriginal identity and culture and why a culture based program such as the AMCS is important.
 - Self-motivated, goal oriented with ability to work in team environments and own your own initiative.
 - Demonstrated ability to multi-task, adapt to changing priorities and meet tight, challenging deadlines.
 - Resourceful, logical thinker and process-oriented with excellent attention to detail.
 - In-depth working experience of Microsoft Office, including Word, Excel, PowerPoint and Outlook.
 - Demonstrated ability to maintain high degree of confidentiality.
 - AMCS is committed to honouring and respecting diverse Aboriginal cultures, identities and knowledge of Aboriginal community protocols. Applicants of Aboriginal Ancestry are preferred.

Key Responsibilities

- Provides support to the respective office, including photocopying, preparing and updating documents and other materials, ordering office supplies, technical setup and request, and other related tasks
- Provide data entry support when needed
- Drafts meeting agendas, prepared and distributes background information, documentation, and meeting materials
- When trained, give guided tours of facility to community partners, funders, and respective members
- Updates, keeps records (paper and electronic), ensures organized and easy retrievals, and distributes relevant correspondences to the appropriate team members
- Supports document distribution and routing processes for team members
- Performs other related duties as assigned

Location Vancouver

Position May 8th, 2017

Start Date

Employment Terms

FT Summer

Closing Date

Open until Filled

Salary To be confirmed

Hours of Work

37.5 hours per week

Additional Notes

Due to the nature of the work environment, it is required that all staff members perform duties beyond their job description, such as, but not limited to, answering phone, taking messages, helping other employees with organizing community events, and assist co-workers regardless of the program.

Contact Information

Please submit your cover letter (please self-identify if you are of Aboriginal Ancestry) and resume to:

Name Lindsie Manywounds, E.A

E Contact -Mail ea@aboriginalmothercentre.ca

Fax # 604-558-2628

Mailing Address 2019 Dundas Street, Vancouver, BC

V5L 1J5

Website Address www.aboriginalmothercentre.ca

*Thank you for your application; AMCS will only contact successful candidates that meet the requirements for an interview.
For more information or other employment opportunities, please visit our website.*