



YMCA of Greater Vancouver Employment Opportunity

Date Posted:	January 3, 2019
Position Title:	Administrative Assistant, Immigrant Services & Youth BEAT Programs
Location:	Robert Lee YMCA: Vancouver, BC
Salary:	\$20.40 per hour with Immigrant Services \$22.44 per hour with Youth BEAT
Shift:	10 – 20 hours per week (10 hours with Immigrant Services, up to 10 with Youth BEAT)
Start Date:	As soon as possible
End Date:	March 29, 2019
Terms:	Part-time, Term
Reports To:	Manager, Immigrant Services

Situation:

The YMCA of Greater Vancouver is a charity dedicated to strengthening the foundations of community, by nurturing the potential of children, teens & young adults, promoting healthy lifestyles, fostering a sense of social responsibility and delivering lasting personal & social change. We are building a community in which a generation of children and families reach their full potential. Our values guide our decision-making and behaviour—we do the right thing, put people first, keep our promises and lead by example.

For over 130 years, we have been part of the community, a place where people of every age and background find the support they need to grow in spirit, mind and body. One of the Lower Mainland's leading charities, the YMCA of Greater Vancouver provides services in health & fitness, child care, camping, employment & community services to over 120,000 participants annually.

Nature and Scope:

YMCA Immigrant Services offer a suite of programs including; Citizenship Preparation and Participation, Canadian Fitness Connection, Conversation Clubs, and Child Care Career Exploration for immigrants to Canada. These programs are designed to help participants improve language skills, connect to the community, learn about Canadian culture, fight social isolation and more.

The Youth BEAT program is an employment and training program designed to support youth living with mental illness in developing fundamental life, social and employability skills. This occurs through a multi-phased program beginning with a series of workshops and training sessions followed by practical work experience and on-going employment and mental health support.

This position provides administrative support to both Immigrant Services and Youth BEAT. With Immigrant Services, the primary work will be administering volunteer documentation and ensuring compliance with YMCA policies. Both programs require support with data entry and statistical tracking of program participant information and outcomes. The work environment is very fast-paced, with a high volume of program participants, many of whom present with unique needs and challenges.

Major Responsibilities:

- Track and ensure compliance with YMCA standards for volunteers
- Communicates with Immigrant Services volunteers to support with completion of compliance requirements (paperwork, online training etc.)
- Provides administrative support for the following processes: program promotion, participant intake and registration, processing of sensitive information, and funder reports
- Data entry of program participant information and outcomes to online database
- Maintains and updates computerized files, inventories and database systems.

- Provides program information by email to potential participants and interested parties
- Communicate with program participants regarding workshops, schedules, program changes and respond to any program participant inquiries
- Some assistance of team members with general administrative duties such as photocopying, faxing, scanning or creating documents or materials
- Assists with the creation and updating of participant and host files, and assists with file audits. Responsible for ensuring files meet audit standards.
- Identifies areas of concern, and problem solving regarding administrative responsibilities
- Models appropriate behaviours to staff in line with our Mission, Vision and Values
- Establishes rapport and maintains effective relationship-building behaviours with staff and members
- Represents the YMCA and the Association in a professional manner in internal and external forums
- Additional administrative projects and duties as assigned

Qualifications:

- A minimum of 2 years' experience providing administrative support in an office environment
- Relevant post-secondary education and/or experience
- Strong communication and writing skills
- Ability to be flexible, adaptable and multi-task in high demand environment
- Demonstrated ability to make sound judgments and decisions; effective prioritizing and problem solving skills
- Well-developed interpersonal skills
- Computer proficient – Microsoft Office including Excel
- High degree of independence and initiative within a team environment
- Ability to work evenings, weekends and flexible schedule, as required
- Experience and sensitivity in dealing with members of different cultural and racial backgrounds, including visible and invisible dimensions of diversity
- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check/Vulnerable Sector Search issued no later than six (6) months preceding your start date

Application Process:

Internal Applicants: Please inform your supervisor prior to application. Please apply online through the ADP Workforce Now Career Center.

External Applicants: Please apply using the link below:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=2b4cd153-66c2-4524-9a1c-714e9e1780df&jobId=268580&lang=en_CA&source=CC3&cclid=19000101_000001

Application Deadline: 6:00pm on January 13, 2019, however applications will be reviewed on an ongoing basis.

Thank you for your interest and application.

Due to the high volume of applications received, only short-listed candidates will be contacted.



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