



## YMCA of Greater Vancouver Employment Opportunity

<b>Date Posted:</b>	May 7, 2019
<b>Position Title:</b>	Administrative Assistant, Early Childhood Assistant Training Program
<b>Location:</b>	Robert Lee YMCA (955 Burrard Street, Vancouver)
<b>Terms:</b>	Part-time, Temporary
<b>Shift:</b>	17.5 hours per week
<b>Salary:</b>	Under Review
<b>Start Date:</b>	July 2, 2019
<b>End Date:</b>	March 31, 2021
<b>Reports to:</b>	Manager, Youth Employment Programs

### **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 behavior—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:**

The Early Childhood Assistant (ECA) is an employment and training program designed to provide training to you ages 18-24 years old to become Early Childhood Education Assistants. 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 support.

This position has the primary responsibility for program administration of the ECA training program. The Administrative Assistant supports the program by setting up structure and process for the delivery of the program. The Administrative Assistant is responsible for 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. The incumbent will work directly within a team of three staff.

### **Major Responsibilities:**

- Provides administrative support for the following processes: wage subsidy allocations and disbursements, completion of financial claims, and funder reports.
- Maintains and updates computerized files, inventories and database systems.
- Provides program information by email, telephone and face-to-face meetings with potential participants and interested parties
- Administratively supports program staff in meeting the obligations of the funder. Assists with program needs, mass mail outs, formatting documents, filing, ordering office supplies, etc.
- Identifies areas of concern, and problem solving regarding administrative responsibilities
- Assists in the development, preparation and administration of program statistics regarding participants and projected goals for year.
- Assists with the creation and updating of participant and host files, and assists with file audits. Responsible for ensuring files meet audit standards.

- 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;
- Other duties as assigned

**Skills & Qualifications:**

- Completion of a Diploma in Business Administration or related field preferred
- A minimum of 2 years administrative experience.
- Very strong proficiency in Microsoft Office/Excel/Internet
- Excellent verbal and written communication skills.
- Efficient and process oriented
- Resourceful, enthusiastic, and possesses good judgment and listening skills.
- Ability to multitask
- Detail oriented, ability to adhere to and maintain administrative procedures
- Experience and sensitivity in dealing with members of different cultural and racial backgrounds, including visible and invisible dimensions of diversity
- First Aid/CPR-C Certificate required (this can be obtained within first 30 days of employment)
- 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

**Competencies:**

In addition to bringing a commitment to YMCA vision and values, the candidate should possess the following competencies:

**Leading Self**

- Evolve in Professional Capability – Commit to being better
- Achieve Excellence and Authenticity – Show up with the best version of you

**Leading Others**

- Develop the Potential in Others – Help people grow and lead
- Create a Culture of Connection – Build bridges between people and partners

**Leading Mission**

- Think and Act Strategically – Make good decisions and act on them
- Make an Intentional Impact – Advance the strength and cause of the Y

**Application Process:**

**Internal Applicants:** 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&cclid=19000101\\_000001&jobId=283618&source=CC3&lang=en\\_CA](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=2b4cd153-66c2-4524-9a1c-714e9e1780df&cclid=19000101_000001&jobId=283618&source=CC3&lang=en_CA)

**Application Deadline:** 6:00pm on May 19, 2019

*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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