



JOB POSTING

Position: Program Assistant

Location: Surrey & White Rock

Term: temporary, part time, ~ 10 hours/week

Rate: \$25/hour

Start Date: as soon as possible until May 31, 2023

Position Summary

We are seeking a Program Assistant to support the Partners Adult Literacy Tutoring Program and provide administrative assistance to READ Surrey/White Rock Society.

The Program Assistant reports to and assists the Partners Coordinator in all aspects of the program. The Program Assistant will process documents, compile information, schedule meetings and appointments, help organize events, and assist with social media, marketing and outreach.

This is a fun position with lots of variety and the opportunity to learn about the adult literacy field. We want someone who is adaptable, creative, and willing to roll up their sleeves and get the job done. If you have a friendly, positive attitude and want to help make a positive difference in our society, we encourage you to apply for this position.

Who We Are

READ is a non-profit organization that raises awareness of literacy issues and helps people develop the literacy skills they need to reach their potential. The Partners Adult Literacy Tutoring Program matches volunteer tutors with adult learners to increase their reading, writing and math skills.

Responsibilities and Duties

- process a variety of documents including application forms, reports, and communications
- compile information for reports, input records/statistics/expenses into spreadsheets or databases
- take minutes and/or notes
- schedule, organize and assist with meetings and appointments
- assist with organizing and delivering program celebration/wind up events

- assist with preparing for and participating in display tables at community events
- assist with website maintenance and social media
- prepare materials including labelling books, arranging printing/copying of training and other materials
- arrange mailing or delivery of program materials
- design, create and distribute marketing material online or in print
- assist the organization with funding applications
- photocopying, filing, typing, data entry

Qualifications

Completion of a certificate or diploma in education/literacy, office administration, business or related discipline supplemented by a minimum of one (1) year of related experience preferably in a related social service field, **OR** an equivalent combination of education, training and experience acceptable to the employer.

Skills and Abilities:

- Eye for detail.
- Patient and empathetic.
- Strong organization and planning skills.
- Flexible and able to adapt to changing situations.
- Demonstrated ability to deal effectively and courteously with others, including those who are from differing cultural, linguistic, and other backgrounds.
- Demonstrated ability to manage time and resources effectively, able to work independently.
- Excellent written and verbal communication.
- Excellent computer skills and able to use Word, Excel, PDF programs, PowerPoint.
- Experience with /Basic knowledge of social media and Wordpress
- Experience with design programs such as Canva or equivalent
- Possession of, and able to maintain, a clear provincial vulnerable sector criminal record check.
- Able to carry out the physical demands of the work.

Work Environment

- work from home
- friendly, supportive environment with mentorship
- conforms to current provincial health orders and organizational COVID protocols
- based in Surrey/White Rock
- some evening and weekend work required
- flexibility in scheduling work
- opportunity to advance

Other

- The successful candidate will supply their own office, phone, telecommunications.
- Preference given to applicants with access to a vehicle for purchasing and transporting supplies.
- Preference given to applicants who live in / are familiar with the Surrey/White Rock area.

How to Apply

Send resume and cover letter in one pdf file to : readswrs@gmail.com subject line:

“Program Assistant - [your first and last name]”

Closing date: July 20, 2022, or until position is filled

We thank all applicants, however, only those selected for an interview will be contacted.