
THE FAMILY CENTRE for DEAF AND HARD OF HEARING CHILDREN

Job Title: **Program Assistant (Administrative Support)**
 2 Permanent Part-Time Positions (0.6 FTE): 21 hours/week

Start Date: **ASAP**

Work Site: **The Family Centre for Deaf and Hard of Hearing Children**

15220-92 Avenue, Surrey BC

Join a dynamic, dedicated, and supportive team of professionals.

A recent accreditation survey noted the following strengths about our organization: “The organization was referred to by many families as a gift of hope and survival. Leadership and all levels of staff were reported by families as going above and beyond their expectation of service delivery, including strength that comes with dedication to the deaf and hard of hearing population. Families also highlighted staff members providing service expertise with life experiences utilizing unique and creative strategies carefully planned to assist the family with learning about their child's hearing levels and providing them with understandable education, tools, and resources to move forward in life.”

Job Summary:

To provide general office support and act as a receptionist and front desk staff. Inputs, edits and retrieves data from Information Systems. Provides the required support services for the organization such as filing and administrative procedures, word-processing and document report preparation.

Qualifications:

The position requires: advanced MS Office skills: Excel, Outlook, Word and PowerPoint, and data entry experience. Excellent service skills and ability to work within a team are imperative. A Driver's License is also required. American Sign Language (ASL) skills an asset.

Salary: \$29,189 per annum

This position also includes:

- Comprehensive Group Benefit Package
- Employee and Family Assistance Program
- Group RRSP/MPP Program Contributions
- Health Care Spending Account
- Mileage allowance for rural travel
- Access to Professional Development

Vancouver Satellite Centre

#262- 3665 Kingsway, Vancouver, BC, V5R 5W2
PH: 604-428-7949 FAX: 604-428-7950
EMAIL: info@bcfamilyhearing.com

Main Surrey Centre

15220 - 92nd Ave., Surrey, BC, V3R 2T8
PH: 604-584-2827 FAX: 604-584-2800
Toll Free: 1-877-584-2827
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Victoria Satellite Centre

#330-702 Fort Street, Victoria, BC, V8W 1H2
PH: 778-265-8909 FAX: 778-265-8908
EMAIL: vicinfo@bcfamilyhearing.com

Please forward resumes to:

Patricia Solivio, Administrative Co-ordinator
The Family Centre for Deaf and Hard of Hearing Children
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psolivio@bcfamilyhearing.com

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