



NOTICE OF JOB VACANCY (Posted: September 7, 2017 – September 14, 2017)

Job Competition #: 2017-LINC-18

Position: **Program Assistant – second language preferred**
LINC Program – New Westminster
Regular part-time at 12 hours per week starting immediately through to March 31, 2018
Tuesdays to Thursdays, Evenings, 5:15 pm – 9:15 pm

Summary:

Reporting to and under the supervision of the Manager, LINC is responsible for contacting, registering and providing current information on LINC classes and community programs for eligible clients. Maintains records, files and enters data into required database(s). Provides clients with referral information as needed for LINC classes and other training program.

Responsibilities:

- Monitors seat availability and registers students.
- Maintains up-to-date class lists, student records, teacher classroom files, client exit and graduate dates, terminations and LOAs (leaves of absence) provides information on LINC class availability at other service provider organizations
- Maintains up-to-date and appropriate client records computerized database system(s).
- Produces attendance sheets and other documents as required by the LINC programs.
- Distributes bus tickets for field trips and for monthly transportation allowance as required.
- Liaises with the Assessment Centres, other LINC providers and other external agencies as needed.
- Ensures that photocopier is functioning, and that resource materials and equipment inventory records are kept up-to-date.
- Performs other related duties as assigned.

Qualifications:

Completion of Grade 12 supplemented by post-secondary course in office administration; one (1) year recent related clerical experience OR an equivalent combination of education, training and experience acceptable to the employer. Ability to speak a second language is preferred.

IMMIGRANT SERVICES SOCIETY OF BRITISH COLUMBIA

HEAD OFFICE

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Skills and Abilities:

- Ability to communicate effectively in both written and oral English.
- Ability to deal effectively and courteously with culturally diverse clientele, staff and the public.
- Demonstrated ability to manage time and resources effectively.
- Proficiency in Microsoft Office.
- Possession of and the ability to maintain a clear provincial criminal record check.
- Ability to carry out the duties of the position.

Email applications **must** include “2017-LINC-18” and can be sent to: jobs@issbc.org

Closing Date: By 4pm, Thursday, September 14, 2017

Salary Rate: \$15.91 - \$17.39 per hour (based on training and qualifications)

Applicants must be eligible to work in Canada. We thank all applicants; however, only those shortlisted will be contacted for an interview.