



SERVICE ASSISTANT, B-HIRED PROGRAM
(Posted: September 6, 2023 – September 20, 2023)

Job ID #: 2023-BHired-07

Position: Service Assistant, B-Hired Youth Employment Program
Employment Program – Surrey
Regular full-time position (hybrid) at 35 hours per week starting on October 16, 2023

At ISSofBC we believe in:

- ❖ Working with **purpose**
- ❖ We aspire to **improve**
- ❖ We cultivate **belonging**
- ❖ We are **genuine**

Why choose us!

Join ISSofBC, one of the largest and first newcomer and refugee agencies in Canada. As well as being a values-driven organization, we pride ourselves on diversity, inclusion, innovation, and transparency. You can make lifelong friends and connections when you join our family. What's more, we also have multiple locations and offer flexible working and shorter working weeks than most organizations.

Summary:

Reporting to the Manager – B-Hired Youth Employment Program, the Service Assistant performs administrative support functions for the program. Screens, registers and sets up appointments for clients. Assists in the areas of program marketing, job matching, resume development, client follow-up, database maintenance, record-keeping, and event/workshop preparation. Maintains records and files using the required software program and enters data using the required database program. Ensures that the database of local vocational and career training programs is kept current. Provides word processing for the program including general correspondence, training, and job search-related correspondence.

How You'll Make a Difference:

- Performs reception and clerical duties related to the B-Hired Youth Employment Program including word processing, filing, copying, faxing, processing mail, collating documents, and receiving visitors. Responds to and transfers phone calls as required.
- Enters client service record information into a centralized data base. Once entered, updates and maintains information in the data base.
- Generates contractual program-specific statistical reports and any other reports at the request of the Manager.
- Prepares and updates program information and marketing materials, including desktop publishing and production; arranges translations of marketing materials as needed, for distribution to the ethnic media.
- Assists counsellors in preparing logistics for workshops, and marketing activities. Under specific instructions, conducts follow-ups with clients.
- Assists counsellors in providing job leads/job postings to clients, matching clients with suitable jobs and providing follow-up assistance or coaching to clients.

IMMIGRANT SERVICES SOCIETY OF BRITISH COLUMBIA

HEAD OFFICE: 2610 Victoria Dr. Vancouver, BC V5N 4L2

T: 604-684-2561

E: info@issbc.org

www.issbc.org



- Prepares purchase orders and cheque requisitions for signature by the Manager ensuring that all supporting documentation is provided. Processes signed documentation to Finance in a timely manner and according to established procedures.
- Contacts internal/external case managers, ISSofBC staff, service providers, community organizations, employers, professional associations, and educational institutions to obtain or provide information and build positive working relationships.
- Maintains and updates database of client information and vocational training, employment assistance programs, and job postings available in Vancouver and the Lower Mainland.
- Responds to reports of technical problems related to photocopiers, fax machines, printers and computers. If unable to resolve the issue refers matter to Manager or appropriate department.
- Performs other related duties as assigned.

What you Bring:

Completion of a certificate or diploma in office administration, business or related discipline supplemented by a minimum of one (1) year of related experience preferably in a related social service field and accounting or financial field; OR an equivalent combination of education, training and experience acceptable to the employer. Fluency in a second language is an asset.

What Makes You a Change Maker:

- Ability to communicate effectively in both written and oral English at all levels of the organization.
- Demonstrated ability to deal effectively and courteously with clientele, staff and the public who come from diverse cultural and linguistic backgrounds.
- Demonstrated proficiency in all aspects of Microsoft Office software and experienced in entering information into databases.
- Demonstrated ability to manage time and resources effectively.
- Ability to set and maintain boundaries with clients and manage self-care.
- Demonstrated cross-cultural counselling ability and the ability to work effectively with clients with multi-barriers.
- Ability to obtain and maintain a clear BC Criminal Record Check.
- Ability to carry out the duties of the position.

ISSofBC's mission and values emphasize inclusivity and recognition of individuals' unique talents. In recruiting and developing our staff, we see strength in diversity of backgrounds, lived experiences, and identities. We welcome and encourage applicants who bring new perspectives and experiences to our team.

ISSofBC Value Proposition

- Role Salary Range: \$21.03 – \$27.49 per hour *dependent on education/training/experience/internal equity. Wage grids are reviewed annually
- Expected Starting Salary: \$21.03 – \$22.32 per hour.
- 105 hours of vacation and 35 hours of personal leave
- Extended health and dental benefits
- Employer RRSP contribution at 3% with no required employee contribution. Optional employee RRSP contribution at 1-5% with employer contribution up to 5%
- Values-based organization with collaborative peers with a wide range of backgrounds and talents
- Inclusive culture and innovative workplace with opportunity for new approaches

If you are passionate about making a difference, apply now!

Applications must include "2023-BHired-07" in the subject line and can be sent to: jobs@issbc.org

For Internal Applicants – existing employees and volunteers, please indicate "INTERNAL <job ID number>" in the subject line. Applicants must be eligible to work in Canada.

We thank all applicants; however, only those shortlisted will be contacted for an interview. **Closing Date: By 4pm, September 20, 2023**