



Kermode Friendship Society

Registered with Revenue Canada as a "charitable organization"

4714 Park Ave, Terrace, B.C. V8G 1W1

Phone 635- 4906 Fax 635-3013

www.kermodefriendship.ca Facebook: Kermode Friendship Society

Job Opportunity: Part time Program Assistant, with position becoming full time 30 hrs/wk in September

The Program Assistant will report to the ACYMH Program Manager. The successful individual will assist and support both the Child and Youth Mental Health and Family Skills Programs in the delivery of services.

Location: Terrace, Kermode- Kalum street location

Start Date: As soon as possible

RESPONSIBILITIES

- Assist in answering phones, providing referrals to internal programs
- Administrative duties such as photocopying, filing, receiving and sorting mail
- Assist with the preparation for group activities
- Coordination of meeting room bookings
- Must demonstrate proficiency in written and verbal communication skills
- Ability to foster and encourage positive self-esteem growth and skill development in clients, and families.
- Grant search
- Assist Family Skills workers in transition of visits
- Program specific shopping
- Program assistant can fill in as a secondary person for group when required (example short staff)
- Order office supplies / quotes for supplies
- Assist with KFS Special Events

DEMONSTRATED KNOWLEDGE, SKILLS & ABILITIES

- Willingness to learn, accept responsibility and feedback
- Knowledgeable in how to work with individuals who experience multiple barriers
- Motivated to contribute to a fast paced team based environment
- Responsible and dependable
- Knowledge and understanding of First Nations culture and traditional activities in the Terrace area.
- Experience in supporting culturally appropriate programs and services for children/youth and families
- Ability to establish a positive relationship with a variety of people
- Ability to follow directions, and an ability to express your needs
- Excellent interpersonal skills, leadership and planning abilities
- Ability to work independently, with minimal direction and take an active role in team building

MANDATORY REQUIREMENTS

- Ability to undergo a successful criminal record check
- Food Safe Certificate

Closing Date: August 16, 2019 4:30 pm

To apply email resumes to
hr@kermodefriendship.ca