



Kermode Friendship Society

4714 Park Avenue, Terrace, BC V8G 1W1

Phone 250-635-4906

Kermodefriendship.ca

The Kermode Friendship Society offers culturally sensitive, quality programs and services to the Aboriginal community members and community-at-large in the Terrace area. This position reports directly to the Program Director. Providing assessments, educational and career planning and working with clients to implement and carry out those plans are the primary responsibility of this position.

Position

Program Assistant - 10 month leave replacement

Reports to

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

Start Date: As soon as possible and is a full time 30 hrs/wk program support position.

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
- 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



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- 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

To apply email resumes to
hr@kermodefriendship.ca