



# Northwest Child Development Centre

*Working together with families, collaborating with communities, strengthening the region*

## **PROGRAM ADMINISTRATIVE ASSISTANT**

**Burns Lake**

**Permanent Part-Time (14 hours/week)**

**Start date: As soon as possible**

**Job Summary:** The Program Administrative Assistant provides administrative support to the CDC Early Intervention Team in the Lakes District. The Program Administrative Assistant will have the ability to organize work and carry out the duties of the position with appropriate independence. The primary responsibilities of the position are to manage electronic client records, provide clerical support, resource development, assist with technology, and coordinate social media forums.

For more detailed information regarding this position, please visit:

**<https://nwcdd.ca/news/#careers>**

Apply to

**[hr@bvcdc.ca](mailto:hr@bvcdc.ca)**

*Please note only qualified applicants will be contacted.*