



Northwest Child Development Centre

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

Resource Administrator

Bulkley Valley/Stikine Region

Full time – Summer Position (35 hours per week)

Compensation: \$20.75 - \$25.24

Start date: ASAP.

Open until filled.

Job Summary:

The NWCDC Resource Administrator will be responsible for the ordering and inventorying and maintenance of resources for the organization. This will include toys, clinical equipment as well as technological resources. The Resource Administrator will also provide support to our admin team in a variety of ways, such as covering reception duties, taking meetings minutes as well as preparing and organizing spaces for. This position will provide support in the Regional Office and may, at times, be required to travel to satellite offices within our region.

Qualifications:

- High School Graduation or equivalent
- Some experience in office administration or an ability to learn office administrative duties.
- Criminal Record Check
- COVID 19 Vaccination.

Skills:

- Experience working with children/youth.
- Strong attention to details and organizational skills.
- Knowledge of office software (Word, Excel, Publisher, Office 365) and data base utilization.
- Ability to organize and prioritize multiple demands.
- Ability to keyboard at 50 words per minute.
- Ability to use relevant computer equipment and software.
- Ability to communicate effectively, both verbally and in writing.
- Ability to work confidentially.
- Ability to work independently and in collaboration within multi-team settings.
- strengths of the multi-disciplinary team environment.
- The ideal candidate is fun, creative, energetic, and able to think on their feet and is reliable.

NWCDC thanks all interested applicants, only those chosen for an interview will be contacted. Do you require accommodation during the recruitment process? Please let us know. NWCDC is committed to diversity and inclusion throughout the recruitment and employment process.

Please apply by email, with resume and cover letter to:

Kerri Bassett, Executive Director at hr@nwcdc.ca

Regional Office- Smithers: 1471 Columbia Drive, P.O. Box 995, Smithers, B.C., V0J 2N0 Phone: (250) 847-4122 Fax (778) 648-2032 Toll-Free 1-855-947-4122

Burns Lake Location: 270 9th Ave, PO Box 1146, Burns Lake, B.C., V0J 1E0 Phone: (250) 692-4201 Fax (778) 648-2032

Hazelton Location: 2725 Hwy 62, Hazelton, B.C., V0J 1Y1 Phone: (250) 842-5044 Fax (778) 648-2032

Vanderhoof Location: 1393 Hwy 16E, PO Box 1679, Vanderhoof, B.C., V0J 3A0 Phone: (250) 567-2911 Fax (778) 648-2032

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