



# Northwest Child Development Centre

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

## **Program Administrative Assistant**

### **Family Connection Centre – Bulkley Valley**

**Full Time or Part Time / Permanent – Flexible Hours (up to 35 hours a week)**

**Compensation: \$24.57 - \$29.89**

**Start date: ASAP**

**Open until filled**

#### **Job Summary:**

The Program Administrative Assistant provides support to the Family Connection Centre's programs. They work as a part of the larger NWCDC Administration team and provide day-to-day support to the FCC and other NWCDC programs as required. This position is located on-site and will require at least once weekly travel to and from the Hazelton office location.

#### **Qualifications:**

- Diploma or certificate in Office Administration
- Combination of education and experience
- Minimum one year's experience providing administrative support; ideally in a health care setting or similar field.
- Clear criminal record check
- Full driver's license and reliable vehicle
- The NWCDC is a healthcare agency, therefore the COVID-19 Full Vaccination – Required.

#### **Skills:**

- Knowledge of general office procedures.
- Knowledge of office software (Word, Excel, Publisher, Office 365) and databases.
- Ability to organize and prioritize and respond to multiple demands.
- Ability to operate office equipment.
- Ability to work in a confidential environment and to work independently and in collaboration within multi-team settings.
- Self-motivated, well-organized, flexible and creative.

**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. NWDC 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](mailto: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 9<sup>th</sup> 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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