



Northwest Child Development Centre

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

**Program Administrative Assistant
Family Connection Centre – Bulkley Valley**

Permanent Full Time – 35 hours a week

Compensation: \$25.43 - \$30.93

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 in Smithers, BC.

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

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. 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@nwcde.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: 2520 Hwy 62, Hazelton, B.C., V0J 1Y1 Phone: (250) 842-5044 Fax (778) 648-2032

Vanderhoof Location: 183 Columbia Street E, PO Box 1679, Vanderhoof, B.C., V0J 3A0 Phone: (250) 567-2911 Fax (778) 648-2032

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