

**INTERNAL & EXTERNAL JOB POSTING**

**Program Assistant, Support Services**

**Short contract to March 31<sup>st</sup>, 2020**

ISANS is seeking a Part-time **Program Assistant, Support Services** responsible for supporting the effective and efficient administration of the Support Services Team. Reporting to the Manager, Support Services, this position is responsible for:

- Working with the team to create and maintain administrative processes for organizing and compiling the information required for accurate and timely reporting and evaluation of team services and programs
- Recording, processing and storing documents in accordance with established procedures using computerized and manual processing systems
- General administrative tasks including:
  - Compiling data, reports, presentations, team schedules on Connect, telephone lists and other schedules
  - Preparing various documents including letters, e-mails, forms
  - Answering telephone calls, relaying messages, handling queries
  - Photocopying, faxing, scanning, distributing reports, brochures etc
- Providing administrative program assistance with organization and booking of PD/in-service days, team meetings; including registration of participants, refreshments, venue selection and set-up
- Providing backup support to ISANS reception staff
- Maintain team contact e-mail lists
- Preparing binders, booklets and handouts for workshops, seminars and other events
- Compiling and summarizing program evaluations
- Ensuring there are supplies for training and other events; coordinating office supplies for the team
- Taking minutes of meetings as required

**The ideal candidate for this position will have the following:**

**Education:**

- Administrative Assistant certificate/diploma
- Equivalent combination of education and experience will be accepted

**Experience:**

- 2 years' experience in a similar position
- Experience working in a cross-cultural environment; experience delivering direct service to immigrants preferred
- Experience with computer programs and databases; data input, queries, generating/developing reports, spreadsheets, presentation documents

**Skills:**

- Strong written and verbal English communication skills
- Ability to work independently and as part of a team
- Strong time management and organization skills
- Proficient with MS Office applications
- Additional languages an asset

**Terms of Employment:**

- Short-term contract to March 31<sup>st</sup>, 2020
- Part-time 7 hours per week (1 day a week)

**Commencement Date:** April, 2019

**Closing Date:** Monday April 8<sup>th</sup>, 2019 – 4 p.m.

**To apply:** E-mail your resume and cover letter merged into one document to careers@isans.ca, stating in subject line the position you are applying for.

**We wish to thank all applicants for their interest and effort in applying for this position.  
However, only candidates selected for interviews will be contacted.**