



PROGRESSIVE INTERCULTURAL COMMUNITY SERVICES SOCIETY (PICS)

Job type: Administrative Assistant
Project: Employment Options for 55+
Hours: 35 hours per week
Job type: Temporary, Full-Time
Start date: May 1st, 2025
End date: March 31st, 2026
Wage: \$24.00 - \$26.00
Location: PICS Head Office (Surrey, BC)

Job Summary: The Administrative Assistant will work closely with the Program Manager and program staff and will support all program activities. This includes monitoring project needs, responding to inquiries, supporting the intake and selection process, liaising with programs, production of project marketing material, documentation, filing, budgeting & financial management, etc.

Duties and Responsibilities:

- manage day-to-day office tasks, including updating and maintaining project related files;
- act as a primary liaison with all the supporting departments, for Career Services and other projects;
- provide administrative support to program staff and leadership, and ensure all reporting requirements are met;
- develop and maintain accurate and timely preparation of reports, presentations, and internal/external communication materials;
- assist in monitoring project activities and timelines to ensure timely completion of deliverables;
- support the monthly budget reconciliation process and document project expense reports;
- prepare meeting rooms, classrooms, and office spaces for meetings, interviews, and workshops;
- design and create program promotional materials, such as pamphlets and advertisements;
- organize project events and activities with creativity and innovation, planning alongside program staff; and
- perform other job-related duties as assigned to support program success.

Qualifications/Experience Requirement:

- completion of a Bachelor's Degree in Administration/ Social Work and/or a related discipline and/or the equivalent of education, training, experience, and certification;
- minimum 1-2 years of experience in providing administrative support to a non-profit organization; and
- proven ability to coordinate with multiple departments and manage competing priorities.

Job Skills and Abilities:

- excellent verbal and written communications skills;
- strong ability to work with minimum supervision;
- strong analytical skills coupled with high degree of accuracy;
- demonstrated ability to manage sensitive & confidential information with professionalism and discretion

- competent to accomplish tasks with deadlines & handle stress and pressure;
- willing to take initiative, action & results-oriented, flexible and dedicated to quality work; and
- proficient in the use of the Microsoft Office Suite and social media - Twitter, Facebook, LinkedIn, WhatsApp, website etc.

Additional Information

- a Class 5 driver's license and a reliable vehicle would be an asset; and
- Clean Criminal Record Check (Vulnerable Sector).

How to Apply: Please submit a resume and cover letter stating salary expectations to career@pics.bc.ca.
Please use the job title as the email subject.

(PICS is an equal opportunity employer. We thank all who apply, but only applicants selected for an interview will be contacted. No phone calls please.)