



PROGRAM ADMINISTRATIVE ASSISTANT – SENIORS SOCIAL SERVICES (FULL-TIME)

Role Overview

Are you an experienced administrative professional looking for an opportunity to gain valuable skills in a non-profit environment? If so, the Program Administrative Assistant position is for you. The Admin Assistant will support integral services helping Seniors to live independently in their homes. The Admin Assistant will play a role in maximizing the JFS mission and vision by supporting the social, physical and emotional wellness of seniors, individuals with disabilities.

What You Will Do

Home Support (40%):

- Oversee Home Support phone line; provide basic information and refer as appropriate
- Communicate with workers and clients regarding schedules and changes in service
- Manage Alayacare database; enter client information, generate reports, troubleshoot issues
- Produce monthly on call schedule, billable hours and invoices for the program
- Perform all approvals for payroll and communicate with Accounting
- Create ad hoc invoices as needed
- Update all forms used by the Home Support Program to reflect changes made
- Assist with projects in the program

Better at Home (60%):

- Perform admin tasks that will help support the delivery of services
- Maintain appropriate records for evaluation and grant reporting requirements
- Support the Better at Home Senior Coordinator in coordinating volunteer resources and activities
- Assist in coordinating workshops and community programs
- Assist in organizing the delivery of services throughout the community
- Other tasks as required

What You Will Bring to the Job

- Minimum of three years in an administrative role; non-profit experience an asset
- Strong organizational and time management skills
- Pleasant telephone manner, ability and interest in working with seniors
- Excellent communicator, i.e. good listening skills, respectful team player
- Exceptional skill in using Excel, databases, email and word
- Knowledge of Jewish culture and traditions and Hebrew and Russian language an asset

What You Will Receive

- Competitive salary in the non-profit marketplace. The salary range for this role is \$42,400-\$43,680 for a full-time position; 35 hours per week
- JFS offers a competitive benefits package including generous paid time off, paid sick days, paid health and dental benefits, and RRSP matching and hybrid remote work environment



PROGRAM ADMINISTRATIVE ASSISTANT – SENIORS SOCIAL SERVICES (FULL-TIME)

- An opportunity to hone your skills and gain experience
- A chance to contribute in a meaningful way to making a difference in the lives of our clients and community

What We Do

Lives uplifted, a world repaired. In pursuit of our mission to support the social, physical and emotional wellness of all people, JFS has been enhancing the quality of life for individuals and families in the Lower Mainland for over 80 years. Join us to make a meaningful impact by proactively addressing challenges, embracing change, and uplifting lives.

Values: We welcome everyone • We honour the individual journey • We are courageous and creative • We take pride in our work • We care deeply about people • We treat everyone with dignity and respect•

JFS is an equal opportunity employer. We are committed to creating an accepting and inclusive environment for all. Come and join our team.

Vaccination Policy

JFS requires that all employees and volunteers are fully vaccinated against COVID-19. Anyone hired after January 1, 2022 will be required to show evidence that they have received at least one dose of the vaccine prior to employment, and we will require that they be fully vaccinated within 30 days of their start date.

Next Steps

- Submit your cover letter and resume to jobs@jfsvancouver.ca with “Administrative Assistant – Better at Home/Home Support” in the subject. Please note only applications with a cover letter and resume will be considered
- Applications will be accepted through **April 8, 2024**; will be considered on a rolling basis
- We hope to have someone in place by **April 22, 2024**

If you have questions, please reach out to Rachel Shanken, Director of Operations – rshanken@jfsvancouver.ca