



PROGRAM ADMINISTRATIVE ASSISTANT (PART-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 the JFS Claims Conference program for Holocaust Survivors and will also assist our Thriving Seniors and Housing programs. Reporting to the Director of Programs & Community Partnerships, the Admin Assistant will play an integral role in maximizing the JFS mission and vision by supporting the social, physical and emotional wellness of seniors, individuals with disabilities and Holocaust Survivors.

What You Will Do

Claims Conference (14 hours/week):

- Produce quarterly reports for Home Care Claims Conference (CC) reporting using Excel
- Process supplemental financial requests (like medical, food, dental, medicine) from registered CC Holocaust Survivors while adhering to all CC policies and protocols
- Track financial aid request, upload requests to Apricot and process letters, cheque mail following approval
- Update CC food voucher recipients in budget and report on funder expenditures
- Prepare letters and mail outs for client communication
- Track food voucher acknowledgements, NOA and other client documents and upload to appropriate database
- Assist with projects in the program

Thriving Seniors & Housing (7 hours/week):

- Prepare and distribute posters and outreach materials for both programs
- Assist with file and database updates
- Assist with large outreach events

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
- Understanding of budgets and expense tracking
- Knowledge of Jewish culture and traditions and Hebrew and Russian language an asset
- Interest and ability to grow the program, and liaise with other departments



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What You Will Receive

- Competitive salary in the non-profit marketplace. The salary range for this role is \$25,000-\$26,210 for a part-time position; 21 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
- 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@ifsvancouver.ca with “Administrative Assistant – Claims Conference, Thriving Seniors & Housing” in the subject. Please note only applications with a cover letter and resume will be considered
- Applications will be accepted through **April 5, 2024**; applications 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@ifsvancouver.ca