**Program Assistants**

The Kermode Friendship Society offers culturally sensitive, quality programs and services to the Aboriginal community members and community-at-large in the Terrace area. Programs at Kermode Friendship Society include Administration, Circle of Life, Complex Developmental Behavioral Conditions, Drop-In, Pregnancy Outreach, Aboriginal Infant Development, Aboriginal Head Start-Daycare, Aboriginal Early Child Development, & Housing, Outreach and Employment services.

We are currently looking for two temporary Program Assistants. The Program assistant will effectively perform in a fast-paced environment. The positions are currently temporary ending March 31, 2023. The wage will be based on the experience.

RESPONSIBILITIES:

Process and log all incoming/outgoing mail and faxes,

maintain coffee areas,

greet and direct clients to appropriate programs,

maintain resource and bulletin boards as needed,

Filing and other duties as required.

Facilitating communication between public and staff as needed

Sending and submitting documents to relevant parties

Scheduling appointments

Meeting with clients, then relaying their concerns to the appropriate staff members

Maintaining client files and accounts

Maintaining an inventory of office supplies and placing orders when necessary

Updating file systems regularly

QUALIFICATIONS:

Must have minimum of Grade 12, preference will be given to those who have completed a Post-Secondary Certificate or Diploma and have relevant experiences, perform administrative duties under the direction of the delegated authority, excellent communication skills, both oral and written, ability to undergo a successful criminal record check, driver's license, clean driver's abstract and own reliable vehicle.

To apply submit: a cover letter, resume, and 3 references Only those qualified will be contacted.

Please apply to [hr@kermodefriendship.ca](mailto:hr@kermodefriendship.ca)