



## Summer Job Opportunity 2025

<b>Title:</b>	<b>Program Assistant</b>
<b>Hours of Work:</b>	<b>9:00 am to 4:30 pm, Monday to Friday (35 hours/week)</b>
<b>Wage:</b>	<b>\$24.00/hour</b>

*Seniors Services Society of BC* is a non-profit charity located in New Westminister, B.C. that provides support services for seniors in New Westminister to live independently, and housing navigation and outreach services for seniors throughout Metro Vancouver.

Society is currently recruiting a fixed-term full-time **Program Assistant**. This is an exciting opportunity to gain experience and knowledge of issues facing seniors and vulnerable adults in the Metro Vancouver Region, while working alongside an experienced Senior Manager of Administration and Support and a dedicated team of program staff who will guide and support the Assistant throughout their work placement.

This role is part of Human Resources and Skills Development Canada's Canada Summer Jobs Program, and therefore certain applicant eligibility criteria apply – see qualifications section (below) for details.

### **Job Description:**

Within the vision and mission statements of the Society and reporting to the Senior Manager of Administration and Support, the **Program Assistant** will provide coordination assistance to multiple lines of programs for seniors (i.e., Better at Home). In addition, this role will be providing general administrative assistance.

### **Key Responsibility Area 1: Program Coordination**

1. Answer incoming inquiries regarding the services for seniors that SSSBC provides.
2. Conduct client intakes for various programs such as Friendly Support Calls Program, Grocery Shopping Program or Medical Transportation program and create client data files on the client management system.
3. In conjunction with the Program Manager, assist with overall service delivery and intervene when necessary (i.e., missed services, schedule changes).
4. Maintain program related data for statistical purposes and produce reports when requested.

### **Key Responsibility Area 2: Administration and Volunteer Coordination**

1. Assist with the creation of monthly volunteer schedules and ensure adequate support and shift coverage
2. Provide necessary information on various resources to volunteers so that they are equipped to work with clients.

3. Maintain volunteer related data for statistical purposes and produce reports when requested.

Other duties as assigned.

**Skills, Qualifications and Assets:**

- Knowledge and/or interest in seniors issues an asset
- Excellent interpersonal, written, and oral communication skills
- Comfortable with initiating conversation and dealing with the public in person and on the telephone
- Well-developed time management, organizational and problem-solving skills
- Solid computer skills (MS Office, Word, Excel in particular) and database management skills
- Bachelor's degree or college diploma in business administration, communication, project management, OR pursuing these qualifications
- Discretion when dealing with confidential information
- Flexible and adaptable

**This is an HRSDC Canada Summer Job, therefore applicants must also:**

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

**Seniors Services Society of BC appreciates receiving applications from eligible individuals. Only selected applicants will be contacted for an interview.**

**Additional Information:**

The position is for 35 hours, Monday to Friday from 9:00 am to 4:30pm.

Wage is \$24.00/hour for 8 weeks (TBD) – Duration of the contract will be determined based on the approved Government Funding.

**To Apply:**

Please submit your resume and cover letter via fax or e-mail only. **NO PHONE CALLS PLEASE.** Only qualified candidates will be contacted.

**Contact:**

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