



Job Posting

Program Assistant Contractor

The Federation of Community Social Services of BC (The Federation) is seeking a quick learner with strong organization and information-gathering skills who enjoys working in a team environment.

This is a contract position (1-year with the possibility to extend) working from a remote home office. The successful applicant will be responsible for:

- Administrative tasks to support the Federation's Programs and Services team including formatting documents and presentations
- Providing technical support for online meetings
- Monitoring, collecting, and tracking stakeholder activity
- Monitoring and tracking short-term Federation projects
- Tracking new research on priority issues and participating in literature reviews as needed

We are seeking an individual who:

- Is interested and passionate about issues of social justice
- Can identify emerging provincial, national, and global trends in relation to community social services
- Is experienced employing a critical and anti-oppressive lens to research and policy analysis
- Is able to conduct quantitative analysis
- Is able to work on multiple projects in a fast-paced and quickly changing environment
- Is proficient using various software including MS Office, Zoom, and Survey Monkey
- Has strong organizational skills and experience in minute taking, scheduling, and developing and maintaining filing systems
- Is flexible and cheerfully pitches in as needed
- Approaches challenging work with compassion, kindness, and grace

As part of our commitment to social justice and reconciliation we encourage equity-seeking individuals to apply, including those who identify as: Two-Spirit, Indigiqueer, non-binary, transgender, Indigenous, Black, immigrant or refugee.

Those who are interested are asked to submit a cover letter and CV to Sherry Sinclair, Director of Programs and Services, sherry@fcssbc.ca by February 5th, 2021. We thank all applicants; however, only those short-listed for an interview will be contacted.