



# Parent Support Services Society of BC

## Administrative Assistant for Indigenous Parenting Program

### Parent Support Services Society of BC Job Description

Working under the supervision of the Program Director and Indigenous Program Coordinator for Indigenous Parenting Program, the Administrative Assistant will assist in special and cultural event planning, awareness raising / parenting program related activities, partnership/sponsor/volunteer recruitment; outreach; promotion; research on professional development resources; workshop/training planning.

#### General Activities

- Work closely with Indigenous Program Coordinator, staff and volunteers
- Liaise with other staff of the Society including other summer work students using Zoom
- Participate in other agency events (cultural celebrations, etc.)
- Research on resources for volunteer's professional development
- Build on the contacts and resources currently in existence for the program
- Coordinate events for families, children and youth.
- Assist in community outreach activities.
- Assist with agency and program promotion.
- Compile important Indigenous national events for recognition and celebrations i.e., Every Child Matters (Orange Shirt Day), MMIWG, etc.
- Assemble training materials. Assist with community workshops and presentations.
- Assist with file/data management.
- Support the program team with any duties assigned

#### Qualifications

- Must be between 15 and 30 years of age at the start of the employment;
- Excellent written/oral communication skills
- Market and promote the organization in the region
- Able to work both as part of a team and independently
- Identify volunteers for special events, and potential facilitators
- Solid computer skills (including proficient use of internet, email, social media platforms and Microsoft Office programs).
- Proven research skills
- Basic understanding of family and parenting issues and community resources (desired)
- Commitment to the values of diversity and inclusion
- Ability to work within the guidelines of confidentiality
- Knowledgeable of Indigenous History in Canada
- Able to provide Culturally Safe conversations within the community

Send resume & cover letter to: **Parent Support Services Society of BC**  
[hr@parentsupportbc.ca](mailto:hr@parentsupportbc.ca)

**Cover letter: Must include how you self-identify and what Cultural Safety means to you. Please put Lower Mainland Administrative Assistant in the subject line.**

**Closing Date: May 20, 2021; noon**

*This is part of the Canada Summer Jobs initiative and is 21 weeks for 21 hours/week. PSS is committed to "recruit and develop a well-qualified and efficient organization that is representative of the diversity of the people of British Columbia". PSS is committed to the Calls to Action of the Truth and Reconciliation Commission. Indigenous applicants are highly encouraged to apply.*