



Recipient of the **Canadian Non Profit Employer of Choice Award** (neoc.ca) – 2019
CSCL is a CARF Canada Accredited organization

Administrative Assistant

Are you interested in an opportunity to put your administrative and people skills to practice? If yes, then we have just the opportunity for you. As **Administrative assistant**, you will provide administrative and recruitment support for Adult Community Respite and Shared Living Services at CSCL. This is a **temporary position** to cover a Leave vacancy and is located in **Chilliwack, BC**.

The **Chilliwack Society for Community Living (CSCL)** offers more than a job. Located in Chilliwack, BC, in the beautiful Fraser Valley an hour outside of Vancouver, CSCL has been serving the community since 1954 and has grown to employ over 330 people. Our organization serves people with varying abilities, providing supports that enhance quality of life and promote diversity and community inclusion.

Come work and live in Chilliwack where you can enjoy affordable housing, minimal traffic, and spectacular mountain views. CSCL has been growing rapidly and we have a positive work environment, generous benefits, and offer a fulfilling career. CSCL values diversity in the work force and strives to maintain an environment of respect, caring & trust.

Key areas of involvement include:

1. Administrative tasks such as creating, filing, scanning, inputting and revising physical and electronic data, forms and correspondence.
2. Recruitment tasks, such as promoting opportunities via events and advertisements, interacting with potential caregiver candidates and distributing application packages/

3. Screening tasks such as tracking applicants, receiving references, processing Criminal Record checks and determining suitability.
4. Onboarding tasks such as setting up and implementing training, compiling orientation packages.
5. Financial tasks such as cost tracking and supply ordering.
6. Support tasks such as setting up rooms for training, taking minutes at team meetings, collaborating with other department and society members and providing backup and assistance to the Director of Shared Living and Respite as required.

Do you have the following?

- Completion of Post Secondary education in the Administrative Field, along with proven experience in an office environment. A combination of high school education and relevant experience may also be considered.
- Knowledge of Community Living Services (particularly HomeShare/Respite) or experience with recruitment strategies preferred
- Fluency with Microsoft Word, Excel and Outlook
- Excellent written and verbal communication skills
- Effective interpersonal skills; Able to work well with team, caregivers, individuals and families

Salary: 20.45 per hour

Employment Type: Full Time, 30 hours per week, Temporary

Location: Chilliwack, BC

Closing Date: March 6, 2020

How to Apply:

Email: human.resources@cscl.org

Fax: (604) 792-7962