



MOOD DISORDERS ASSOCIATION
OF BRITISH COLUMBIA

A BRANCH OF  **Lookout**
Housing • Health Society

Posting #E052-18

Part Time Administrative Assistant – MDABC Office

Lookout Housing and Health Society is a charitable organization and social safety net that provides housing and a range of support services to adults with low or no income, who have few, if any, housing or support options. As the people we serve have challenges meeting basic needs and goals, we place minimal barriers between them and our services. We believe that helping people help themselves is essential in addressing homelessness and all the issues that surround it. Securing appropriate housing is the first and most essential step in achieving responsible and independent individuals. For more information about Lookout, please visit www.lookoutsociety.ca.

Position Summary (In Brief):

Reporting to the Manager of MDABC, the Administrative Assistant will provide assistance to the Counselling and Wellness Center at MDABC (Downtown) and will support the centre through booking appointments, managing a waitlist, greeting clients and answering phone calls, taking payments, ordering office supplies, and maintaining office room schedules.

The Administrative Assistant is the first point of contact to the general public and provides administrative support to the Manager. This position requires a high level of privacy and confidentiality and the successful candidate will be required to sign and adhere to Lookout's Code of Ethics and Confidentiality Policy. Salary will be negotiated depending on experience and qualifications, and includes a benefits and pension plan. The schedule for this position is Wednesday, Thursday, and Saturday with a 16 hour work week, and potential for hours to increase depending on the needs of the business. This position is exempt from the Union.

Qualifications:

- Post-secondary education equivalent to two (2) years of study
- Two (2) years of recent related experience
- One (1) year of experience working in a non-profit environment; or an equivalent combination of education, training, and experience
- Demonstrated ability to type 60 w.p.m.
- Valid Occupational First Aid Level 1 Certificate is an asset
- Must pass a satisfactory Criminal Record Check within the Vulnerable Sector

Skills and Abilities:

- Ability to manage a high workload with multiple priorities and maintain confidentiality
- Ability to work with a significant level of interruptions and prioritize tasks
- Excellent communication (both verbal and written), planning, and organizational skills
- Proven ability to write correspondence on a variety of topics

- Demonstrated ability to research and analyze, investigate and resolve issues, and recommend solutions
- Demonstrated ability to operate related equipment including advanced proficiency with personal computers including database management, spreadsheet development, and Microsoft programs
- Ability to maintain calm under pressure; and express empathy and compassion with clients

Lookout offers a comprehensive benefits package and 3 weeks' vacation to start.

Opportunities for in-house training and development are also provided.

To Apply: Submit cover letter and resume to hrdirector@lookoutsociety.ca

Closing Date: December 13, 2018 @ 17:00 hours

Please note only shortlisted candidates will be contacted.