

JOB POSTING
Program Assistant – part time

Mosaic – Newcomer Family Resource Network is a not for profit agency assisting in the settlement of newcomers to Winnipeg by providing community-based English as an additional Language classes and family programs that include child care for pre-school children

Job Overview: The Program Assistant works with program directors and co-ordinators assisting with various administrative and direct delivery tasks. The Program Assistant provides support and expertise to enhance program delivery

Role and Responsibilities:

- Reception duties including first point of contact for visitors and telephone calls
- Assist the EAL Co-ordinator with student contact duties including phone calls and following up on student absences
- Assist with Student feedback and student referral information
- Assist with annual asset inventory
- Ensure all office equipment is maintained and operating efficiently
- Record, mail and maintain all invoices
- General office duties
- Prepare GST report for all programs
- Assist the Family Program Co-ordinator and Director with participant registration and administrative tasks
- Order materials, maintain, and manage Resource Library
- Update website and assist with quarterly newsletter

Qualifications:

- Self motivated, organized and able to manage time effectively
- Administrative experience an asset
- Excellent interpersonal, English, oral and written communication skills
- Excellent telephone skills
- Excellent computer skills (Word, Publisher and Excel proficiency)
- Demonstrated ability to work effectively with minimal supervision
- Willingness to work as a team player with collaborative decision-making processes
- Language other than English an asset

Job Details:

- \$15.00/hour to start
- 25 hours per week until March 31, 2013 with the possibility of continuation based on funding
- Schedule to be determined, flexible hours

How to Apply: Please email your résumé and cover letter by January 23, 2013 to:

Val Cavers, Executive Director
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