

Job Posting

Program assistant

Decoda Literacy Solutions is British Columbia's only province-wide literacy organization, providing resources, training and funds to support community-based literacy programs and initiatives in over 400 communities. We work to increase the literacy and learning skills of children, youth, adults and families to improve their quality of life at home, at work and in the community.

Our vision is a British Columbia where everyone has the literacy skills they need to thrive in their communities. We value inclusion, resiliency, integrity and optimism. We value diversity, different perspectives and ideas that benefit the Team and communities we serve. We welcome applications from individuals with diverse abilities and from all backgrounds and identities and encourage applicants to indicate if they belong to any designated group in their application.

The Program assistant maintains efficient office processes and provides support for the IPALS program and the program manager. The IPALS assistant reports to the Program Manager.

Responsibilities:

- Lead purchasing and procurement for the IPALS program
- Manage orders and vendor relations for IPALS sessions materials and supplies
- Pack, distribute and mail IPALS sessions materials and supplies
- Track shipments and IPALS deliveries, troubleshooting missing items as needed
- Enter IPALS program data into the IRCC database
- Maintain, organize and secure files and documents
- Manage *The Westcoast Reader* subscriptions
- Manage Decoda's contact records
- Support the planning and organization of the biennial Decoda Literacy Conference
- Carry out tasks and projects as assigned/required, including:

Organize meetings, including location and hosting requirements, agendas and minute taking; maintains confidentiality when attending Board meetings to take minutes; entering data for various Decoda projects; assisting with Decoda events and initiatives

Education and experience:

- Diploma or certificate in Office Administration or equivalent education and work experience
- 1-3 years office administration experience; experience with procurement or managing supply purchases is an asset

Skills & Abilities:

- Excellent communication skills
- Strong time-management skills
- Advanced Microsoft 365 skills, particularly Word, Excel and Teams
- Accurate data entry skills
- Able to work independently and as part of a high-functioning team
- Detail oriented and organized work approach is key
- Sound understanding of office and financial procedures
- Able to occasionally lift heavy boxes such as supplies for distribution (up to 45 pounds)

Terms:

- \$23 - \$25 per hour, depending on experience
- Extended health benefits

This is a full-time position at 35 hours per week.

The successful applicant will work from our Vancouver office, with the option of occasionally working from home.

Decoda embraces a flexible, family-friendly workplace and encourages a work life balance.

Application:

Deadline to apply is March 22, 5:00 p.m.

Please send resumes and cover letter to info@decoda.ca. Use "Application-Office Admin" as the subject line.

We thank all applicants. Only those selected for an interview will be contacted.