



*At National Zakat Foundation, our mission is to provide the Muslim community with an end-to-end Zakat service, encompassing: Education, Calculation, Collection & Distribution. NZF aims to help fulfill the goal of this vital third pillar of Islam, which is to eliminate poverty and destitution, as well as empower the needy within the Muslim community.*

<b>Job title</b>	Administrative Assistant
<b>Reports to</b>	Casework Supervisor
<b>Location</b>	Vancouver, BC
<b>Job Status</b>	Contract, 10-week (35 hours)

The Administrative Assistant is responsible for a variety of administrative and clerical duties. The administrative assistant must ensure the efficient and smooth day-to-day operation of the office. Activities include providing phone and email assistance, booking meetings, as well as any Ad Hoc duties assigned.

#### **KEY RESPONSIBILITIES:**

- Supports the intake process by attending calls, answering email and in-person inquiries
- Supports the referral of clients to external agencies as required
- Conducts client feedback surveys
- Manages streamlined assignments of cases to clients
- Facilitates applications for new clients
- Representation of NZF at community events and/or campaigns
- Assist team in creating and conducting client and/or donor feedback surveys
- Ad hoc duties as assigned

#### **EDUCATION/QUALIFICATION:**

- Computer literacy with MS Office applications (Word, Excel)
- Professional working proficiency is a **MUST** in both Arabic & English
- Additional language proficiency is an asset
- Good communication skills (written and verbal)
- Completion or in process of a college or university program in social work, psychology, or health-related discipline is an asset
- Previous work experience in a social service environment as a volunteer or in a support capacity is an asset
- Strong organizational and multi-tasking skills
- Must be able to work in a fast-paced environment

#### **ELIGIBILITY**

- Must be between **15 and 30 years of age** at the start of the employment
- Must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment\*\*; and,



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- Must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- As per section 13.1(a) of the [Articles of Agreement](#), youth hired for a Canada Summer Jobs-funded job cannot displace or replace existing employees or volunteers, employees that have been laid-off and are awaiting recall, employees absent due to an industrial dispute, employees on vacation, or employees on maternity or parental leave.

**To apply, please forward your resume and cover letter to [HR@nzfcanda.com](mailto:HR@nzfcanda.com).  
Please include the exact job title in the subject line of your e-mail.**

*National Zakat Foundation is an equal opportunity employer and is committed to complying with both the British Columbia Human Rights Code and The Accessible British Columbia Act.*