



VLMFSS

INTERNAL AND EXTERNAL JOB POSTING
FOR ADMINISTRATOR – PROJECT EW – M2Y

The EW – M2Y project is a project funded by Ministry of Justice Canada to develop an APP for Emotional wellness. The Administrator will receive general public enquiries related to the project and assists project team with administrative tasks, provides administrative and other related duties in consultation with the project team.

Qualifications:

- Ability to multi-task, while maintaining complex schedules and managing administrative support.
- Excellent administration and organizational skills.
- Well-developed interpersonal skills
- Efficient and comfortable being a member of a team.
- Resourceful, problem solver, organized with good time management skills.
- Experience in advocating on behalf of vulnerable populations
- Ability to be empathetic and responsive to socio-economic and diverse ethno-cultural values.
- Relevant university degree or diploma/certificate in Social Services or relevant experience
- Knowledge of other languages an asset
- Knowledge of relevant resources
- Ability to work flexible hours
- Ability to work effectively with other professionals in the community.
- Proficient in using office equipment and software applications.

Requirement: Satisfactory Criminal Record Check

Hours: 35 hours per week starting immediately

Pay Range: \$ 25.05 – 28.75 (pending JJEP evaluation) per hour depending on qualifications and experience.

Application deadline: Until position is filled.

Please reply in writing with a resume and cover letter to:
Dr. Harjit Kaur: Email: harjit@vlmfss.ca