



Job Title: Office and Program Assistant

Organization: ADAPS Youth and Family Services

Location: Port Alberni- combination role (work from home, office, community)

Position Type: Part Time- 15-20 hours per week

Wage: 24.76-26.38

About Us: ADAPS Youth and Family Services is a dedicated non-profit organization committed to providing vital services to youth and families in our community. We are seeking a motivated and organized Office and Program Assistant to join our team and help us continue to make a difference.

Position Overview: The Office and Program Assistant will play a crucial role in the smooth operation of our organization. This position requires a detail-oriented individual with strong communication skills who can effectively support a variety of administrative tasks. The ideal candidate will assist with data entry, payroll, office inventory management, contribute to the creation of intake documents and forms and support planning for our youth programs, Experience with social media management is a plus.

Key Responsibilities:

- **Data Entry:** Accurately input and maintain data in our systems, ensuring up-to-date and organized records.
- **Payroll Assistance:** Support the payroll process by verifying timesheets and ensuring timely submission of payroll data.
- **Office Inventory Management:** Monitor and manage office and program supplies and equipment, ensuring that inventory levels are maintained and ordering as needed.
- **Program Support:** Assist in the preparation of youth programs; readying the group space, providing logistical support and welcoming participants as needed.
- **Document Management:** format and improve the technical functions of intake documents, forms, and other necessary paperwork for organizational communications, program participants and staff.
- **Communication:** Serve as a point of contact for inquiries, providing information on our programs and services.

- **Social Media Management:** Assist in managing the organization's social media accounts, including creating and scheduling posts, monitoring engagement, and contributing to content strategy.
- **Event Planning Assistance:** Support staff teams and Executive Director in preparing for and delivering community events, youth engagements and information sessions for Youth and Families.

Qualifications:

- High school diploma or equivalent required; Diploma or certificate in a related study or skill preferred.
- Proven experience in an administrative or assistant role
- Share our passion for the Mission and Vision of ADAPS, enjoy being around youth
- Strong computer skills, including proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Familiarity with data entry and payroll processes.
- Excellent organizational skills with a keen attention to detail.
- Strong written and verbal communication skills.
- Ability to manage multiple tasks and prioritize effectively.
- Experience with social media platforms and content creation is a plus.
- Ability to work independently as well as part of a team.

Why Join Us?

- Opportunity to make a meaningful impact in the lives of youth and families.
- Collaborative and supportive work environment.
- Professional growth opportunities
- Competitive salary and benefits.

How to Apply: Please submit your resume, and cover letter detailing your relevant experience, to debra@adaps.org. Applications will be reviewed on a rolling basis until the position is filled. Only candidates chosen for an interview will be contacted.

ADAPS is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.