

Richmond Cares, Richmond Gives

190-7000 Minoru Blvd, Richmond, B.C. V6Y 3Z5

Tel: 604-279-7020 Fax: 604-279-7038

www.rcrg.org



Job Posting

Position: Administrative Assistant – Child Care Resource & Referral Program

Hours per week: **35 hours per work week**
Monday – Friday with rotating Saturday 4hours
Full time

Job summary

Provide administrative and clerical support for the CCRR program under the direction of the Manager, Child Care Resource and Referral program. Assist with the CCRR resource library maintenance, sorting, and provide support for patrons with lending/returning items.

Key Responsibilities

- Maintain a high level of understanding of child care needs and child care options in the community
- Provide information and referral as required for child care related enquiries and program activities
- Responds to in-person, email and telephone enquiries about programs and community services
- Assist and maintain Early Years Library database system (Sika)
- Assist in the production of monthly, quarterly, anecdotal reports and statistics under the direction of the Program Coordinator, CCRR
- Provide administrative support for CCRR program and services
- Provide RCRG website updates related to CCRR program activities, training, and/or events
- Provide back up for RCRG front desk administration as required

Required Education and Experience

- Prior administrative/clerical/office experience
- Customer service experience in person and by phone
- Previous experience or familiarity with the child care field

Skills and Abilities Required

- Excellent communication, reporting and administrative writing ability
- Fluent in English with excellent written and oral communication skills
- Second language desirable
- Proficient in MS Office and Outlook, database experience, ability to pick up computer software systems such as Sitka or iCarol
- Highly organized and detail oriented
- Excellent interpersonal skills including the ability to deal diplomatically with members and the public

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Certificates, Licenses, Membership requirements

- Current ECE License to Practice is an asset but not required
- Volunteer Management certificate an asset but not required
- Valid Child Care Emergency First Aid with CPR certificate
- Valid Occupational First Aid Level 1 certificate

Additional information

- Must successfully complete a Criminal Record Check
- Occasional evening and weekend hours required to support program activities

Other Position Requirements

- Must successfully complete a Criminal Record Check
- Occasional evening, and/or weekend hours as required for program purposes
- Use of own vehicle with business class insurance

Qualified applicants are invited to submit their resumes to:

Jocelyn Wong, General Manager, Richmond Cares Richmond Gives, 190-7000 Minoru Blvd, Richmond, BC V6Y 3Z5, or e-mail to jwong@rcrg.org

We thank all candidates for their interest; however only those candidates invited to be interviewed will be contacted.

Date Posted: July 08, 2024

Closing Date: July 19, 2024

Salary Range: \$41,860 to \$45,500 plus benefits