



### **Position: Program Assistant**

**Located in Abbotsford**, Compass is a Career Decision Making (CDM) program run by the Mennonite Central Committee BC (MCC) Employment & Community Development through funding from the province. Visit [www.mccecd.bc.ca](http://www.mccecd.bc.ca) for program details.

### **Employment & Community Development - Mennonite Central Committee BC, (MCC)**

MCC is the international relief, development and peace agency of the Mennonite and Brethren in Christ Churches in North America. MCC serves among people suffering from poverty, conflict, oppression and natural disasters. In British Columbia we support international relief and development efforts and we also have local programs, including Employment & Community Development. For more information about MCC, visit [www.mcc.org](http://www.mcc.org).

Staff working in the Employment & Community Development Department are expected to exhibit a commitment to the MCC organizational culture, understand the issues faced by marginalized groups, respect and appreciate that all people have the right to access services in their local community, good verbal and written communications skills for participating in meetings, and writing reports, effective interpersonal skills relating to representing the organization to community agencies, flexibility and cooperative team approach to working relationships. Experience working with or knowledge of people dealing with unemployment and labour market transition is an asset.

### **Scope of Position:**

- Report to the Program Manager.
- Conduct participant intake assessments, using interview techniques that allow participants to express their needs clearly.
- Ensure participant's suitability to programming as well as their knowledge of computer applications and possible language and comprehension limitations.
- Provide information about COMPASS programs to participants.
- Maintain database of participants and produce monthly reports of participant activity and progress.
- Facilitate the Computer Basics workshop on a weekly basis (as required).
- Coordinate the purchase of office and classroom supplies. Verify supply invoices.
- Answer phones, direct inquiries and take messages as is appropriate.
- Forward information by email and fax to community agencies.
- Perform word processing, faxing, photocopying and general office duties.
- Support the program facilitators with class lists, printing of binder packages and other administrative tasks.
- Reconcile petty cash and program benefits; authorized by program manager
- Complete follow-up calls. Email monthly reports to program manager.
- Build and maintain strong relationships with case managers;
- Cover reception daily
- Perform other activities as required.

## COMPASS ~ Setting Career Direction

---

### **Professional Skills:**

- Alignment with MCC's mission and values, and a professional stance with regards to the diversity of the constituents served.
- A minimum of 2 years experience in employment services and a clear understanding of the job search continuum, with extensive skills and experience in interviewing clients. Preference will be given to applicants with a Career Counselling Diploma or certification as a Career Practitioner.
- A professional yet personal approach.
- A high level of proficiency with computers, including familiarity with Word, Excel, Access, internet and e-mail, as well as other office equipment.
- Strong clerical, organizational, and time management skills.
- A high degree of willingness and ability to work in an active team environment.
- Good verbal and written communications skills for giving and receiving instructions, participating in meetings and writing reports.
- Effective interpersonal skills and an ability to represent the organization to community agencies, flexibility and a cooperative team approach.
- A professional yet personal approach. A high level of respect and empathy for the diversity of the people served and a commitment to maintaining client confidentiality.
- Enthusiasm, flexibility, a non-judgmental approach, and a reflective learning style.
- A suitable criminal records check.



Funded in whole or part through

Canada-British Columbia Labour Market Development Agreement