



EXTERNAL Job Posting

Date Posted: April 14 2026

Position: Administrative Assistant PTE 2 Days per Week

Location: Deltassist Ladner Office

Grid Level: 10- Step 1- Administrative Assistant 3

Wage/Salary: \$25.95 per hour

Schedule/Hours per Week: Thursdays and Fridays 9am to 430pm.

Closing Date: April 22 2026

Start Date: ASAP

Reports to: Manager of Seniors Services, Community Services and PQI – Ana Awmack Juan

Description: Deltassist is a community-based non-profit social services agency and the incumbent in this position must be able to commit to the Mission and Values of the Agency, and work within a client-centered, strength, service model. The incumbent is governed by the Agency's Policies and Procedures.

The Administrative Assistant position is a clerical support staff position. The Administrative Assistant performs a variety of tasks and duties to support and maintain the family and community services of the agency and to participate in the continuous quality improvement processes within the agency.

This is a permanent part time position, and the workplace will be at the agency's Ladner office. This position requires liaising with individuals, businesses, community organizations, government agencies, and Ministry personnel from outside the organization as well as staff of Deltassist Family and Community Services Society.

The Administrative Assistant is expected to engage in the following activities:

- Organize and maintain the operations of reception to ensure that all callers, both in person and by telephone, are greeted with courtesy and respect and are assisted in a timely manner with their requests.
- Organize and maintain office operations and procedures to ensure that equipment, supplies and services for staff and clients are available as required.
- Record and maintain information on statistic reports for analysis of programs and services provided.
- Provide, produce and distribute printed documents/materials in an accurate, presentable format and in a timely manner for administration purposes and in support of the agency's family and community services.
- Participate in the evaluation of services provided, planning activities and other continuous quality improvement processes.
- Provide other administrative and program support related duties as directed.
- Participate in mandatory training provided by the agency or its partners.

Qualifications:

Education: Grade 12 graduation or equivalent.

Experience:

- Minimum of 3 years of general office/receptionist experience (community service or nonprofit would be ideal)
- Experience in working with volunteers preferred
- Ability to deal effectively with people, some in crisis situations
- Keyboarding at 40 words per minute
- Excellent written/verbal communication skills
- Excellent organizational and time management skills
- Competency with Microsoft Office applications including Word, Excel, Access and Outlook
- Knowledge of current office procedures and equipment
- Ability to work as a part of a team
- Ability to work independently and in co-operation with others
- Ability to plan, organize and prioritize
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Additional:

- Must have current certification in First Aid/CPR
- Ability to speak a second language is an asset
- Reliable vehicle and valid drivers license

Required performance:

Job performance must be at a satisfactory level and will be assessed in the fulfillment of the above relevant job duties, including performance and evaluation reports and disciplinary records in accordance with Article 11.4(d) of the Collective Agreement.

To apply for this position, please email **Kam Dhaliwal, Human Resources Manager** with your interest and an updated resume:

kamd@deltassist.com

9097 120 Street,
Delta, BC, V4C 6R7

Each applicant is responsible for ensuring that the Society receives his/her application by 4:00 p.m. PST on the closing date. Any application received past this time will be considered late.

*“This position is open to all qualified individuals and this position requires Union membership”
This position is covered under a collective agreement. DFCS is an equal opportunity employer.
Successful applicants are subject to a criminal record check. DFCS thank all applicants for their interest. Only short-listed applicants will be contacted.*