

Employment Opportunity

Position: **Program Administrator, Childcare Services**

Hours: 35 hrs/week

Location: Virtual and in-person at our Vancouver office

Compensation: \$22.55-24.41/hour depending on qualifications

Start date: as soon as possible

Deadline to apply: July 27, 2022

Job Purpose

Pacific Immigrant Resources Society (PIRS) is a community-based, non-profit organization serving immigrant and refugee women and their young children since 1975. Our mission is to deliver accessible, inclusive, low-barrier programs for immigrant and refugee women and their children that create a sense of belonging, meaningful participation and leadership. We remove one of the key barriers to participation by delivering a children's program alongside most of our other programs that provides a safe, stimulating play and learning environment for preschool aged children. In addition, we offer childcare services to service providers in the community and training to those who are interested in pursuing a career in the childcare sector.

Reporting to the Program Manager, this position provides operational and administrative support to assigned PIRS programs and services with focus on childcare.

Key Accountabilities

- Perform day-to-day tasks associated with the development and delivery of PIRS childcare services
- Organize and maintain client management system
- Liaise and communicate with various stakeholders
- Manage childcare worker employment agreements and partnership agreements
- Manage service booking and scheduling of childcare workers; coordinate timesheets of childcare staff
- Support policy and procedure development by drafting and providing input to reduce operational risk and promote safety
- Maintain inventory of appropriate resources and technology within approved budget
- Coordinate site logistics
- Update website and other marketing collateral as needed, support marketing and promotion
- Monitor project spending according to the budget
- Manage invoices and accounts receivable in coordination with the Finance Department
- Implement people management processes compliant with PIRS policy and procedures such as onboarding, offboarding, etc.
- Monitors legislation relevant to the childcare services offered by PIRS (childcare BC legislation, employment standards, Worksafe BC, human rights, etc.), health guidelines and requirements, and all regulations on professional certification to ensure that the organization is compliant
- Develop and implement staff recruitment strategies, oversee job postings ensuring consistency and adherence to policy and best practices



- Ensure employee files are complete and up-to-date for all childcare staff and volunteers; that all files are stored appropriately within PIRS' personnel files
- Assist with the creation and maintenance of a high performance and positive work environment
- Organize opportunities for professional development and recognition
- Promote and represent the organization in the community

Qualifications

- Professional training in business administration, project management, or a related discipline
- 3+ years of experience in an administrative role in a comparable environment
- Experience in the childcare sector/ECEA certificate is an asset
- Proficient in using various software and digital tools
- Strong administrative skills, including in finance and human resources
- Excellent organizational, time management and problem-solving skills with work prioritization abilities
- Strong interpersonal and cross-cultural communication skills
- Ability to work in a team environment and independently
- Excellent oral and written English language skills; additional language skills are an asset
- Experience with marketing, communications, social and digital media assignments is an asset
- Ability to adapt and learn quickly; growth mindset
- Understanding of the intersecting barriers and unique needs of immigrant and refugee women
- Possession of non-judgmental and genuinely positive attitudes (culture, religion, race, gender, sexuality, special needs, etc.) and freedom from stereotypes
- Passion for inclusivity and diversity, and interest in being part of a multicultural team is an asset
- Attitudes and values aligned with the goals and philosophy of PIRS

Work Conditions

- Remote work and onsite work with possible travel to various locations
- May work with community members who may have experienced trauma and who may speak little or no English
- May require a moderate level of physical fitness to carry out duties of the position (including lifting and moving items up to ~10-15lbs)
- Ability to work both virtually and in person required
- Clean criminal record check required
- Proof of full vaccination required (at the time of the hire)

Application Details

Please send cover letter and resume as a single PDF file quoting 'Program Administrator' position in the subject line to Sanja Sladojevic, Program Manager ssladojevic@pirs.bc.ca by **4 pm, July 27, 2022**.



We thank everyone for their interest. Only those shortlisted will be contacted.

With respect, diversity, and collaboration at the core of PIRS, we are an organization that knows the value of talented people. A career with us is an opportunity to be part of a team that is focused on supporting and creating inclusive environments and developing skills in those we serve. You can expect a competitive salary, flexibility and challenging work. We recognize the importance of a diverse workforce and encourage applications from First Nations peoples, women, LGBTQ+ -identified people, people of colour, and people with disabilities.

