



# Nanaimo Family Life Association EST. 1967

*Healthy individual and family relationships  
are the heart of a strong and resilient community.*

1070 Townsite Road, Nanaimo, BC V9S 1M6 📞 T: (250) 754-3331 📠 F: (250) 753-0268 🌐 [www.nflabc.org](http://www.nflabc.org)

## **NFLA IS HIRING PROGRAM ASSISTANT**

If you are an energetic, creative and optimistic individual, looking for a position doing good things in our community, you are encouraged to consider joining our team.

Our agency needs a compassionate and highly organized Program Assistant whose primary focus will be volunteer recruitment and retention.

The successful candidate will assist senior staff with the delivery of programs designed to address emergency response during the Covid-19 pandemic.

The Program Assistant is a 30 hour/week position until March 31<sup>st</sup> whose duties include:

- Volunteer recruitment, training, and support
- Schedule and organize services that respond to the Covid 19 pandemic (ie: grocery shopping and delivery) under the guidance of senior staff
- Represent programs to clients and volunteers and relay any issues to senior staff
- Answer voicemails and assess client needs

Your skill set should include:

- Experience working with volunteers specifically with recruitment, training and support
- Ability to multi-task, working both independently and in a well working team
- Excellent communication skills, written and verbal
- Ability to maintain a compassionate approach when working with people in crisis

You are required to have a Criminal Record Check.

You will need reliable transportation and valid driver's license.

This position is 30 hours/week until March 31<sup>st</sup> (renewal is possible based on funding) and pays \$20.00/hour.

If you are interested in this position, please send a resume and cover letter to [reception@nflabc.org](mailto:reception@nflabc.org) by September 18<sup>th</sup> 2020. Start date for this position is September 28, 2020.

*NFLA embraces diversity in a serious way. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the stronger and more effective we will be in providing services to those in need.*