

McCreary Centre Society is seeking to hire:

Administrative Assistant / Youth Action Grants Coordinator

McCreary Centre Society is looking to hire an Administrative Assistant/Youth Action Grants Coordinator. McCreary is a non-profit organization committed to improving the health of BC youth through research, evaluation and community-based participation projects.

The ideal candidate will have excellent attention to detail, be flexible, a creative problem solver, willing to work as part of a team, have an interest in youth health issues and be committed to ensuring the smooth and efficient running of this busy office environment.

Experience of administrative systems, internet and computer networks, and office management is preferred.

The position involves a variety of administrative and care taker duties. These will include filing, maintaining records, liaising with contractors and suppliers, minute taking, supporting a variety of McCreary research and youth engagement projects, and supporting McCreary's Youth Action and Advisory Committee's Youth Action Grants Program. Training and support will be provided by the current post holder.

Applicants are required to complete a criminal records check.

Salary will start at \$16 per hour. This position is for 37.5 hours per week – Monday to Friday.

Candidate will be eligible for enrollment in group MSP and health benefits plan after 6 months of employment.

Please send résumé and cover letter to:

Stephanie Martin
McCreary Centre Society
3552 Hastings Street
Vancouver, BC, V5K 2A7
Fax: 604-291-7308
Email stephanie@mcs.bc.ca

Closing date for applications is **August 11th, 2017 at 5pm.**

For more details about us, please visit our website at www.mcs.bc.ca.