

JOB POSTING

Job Title:	Administrative Support	Status:	Part time
Location:	New Westminster	Rate Range:	\$21.89/hr
Hours:	5 hours/week	Posting #:	26-HO-004
Schedule:	Friday, 9:00am-2:30pm	Closing Date:	May 27, 2026

Now based in New Westminister, this is a meaningful opportunity to join an impactful and highly regarded not-for-profit organization delivering a wide range of programs and services across Metro Vancouver and Victoria, British Columbia.

We are seeking a reliable and detail-oriented **Temporary Part-time Administrative Support** to provide administrative support for the Prison Reading Program. This role supports program operations by coordinating book recordings, maintaining records, preparing mailings, and assisting with general administrative tasks.

This position is ideal for someone who is organized, comfortable with basic computer tasks, and enjoys supporting community-based programming.

Key Responsibilities

- Receive books and recording materials from volunteers and program staff approximately 2–3 times per month.
- Download audio recordings to the desktop computer and review recordings for accuracy.
- Match recordings with corresponding reading slips and ensure mailing envelopes are correctly addressed.
- Prepare and send email communications to caregivers explaining the program and providing audio recordings.
- Enter program data and tracking information into the Reading Program spreadsheet for reporting purposes.
- Prepare outgoing mail, including taping envelopes and coordinating delivery to the post office.
- Maintain inventory and organization of Reading Program supplies, including envelopes, reading slips, batteries, pens, and related materials.
- Assist with reception and general administrative support duties as required.
- Perform other related duties as required.

QUALIFICATIONS:

- Strong organizational and administrative skills.
- Attention to detail and ability to manage repetitive tasks accurately.
- Basic computer proficiency, including email and spreadsheet entry.
- Strong communication and interpersonal skills.
- Ability to work independently and maintain confidentiality.
- Previous administrative or reception experience is considered an asset.

MANDATORY JOB REQUIREMENTS:

- Doctor's Note of fitness required.

- A valid driver's license with a satisfactory driving record is an asset.
- Satisfactory Criminal Record Review (Vulnerable Sector Search).

The agency is committed to creating an inclusive and equitable environment where all those participating in the organization are valued for their differences. We encourage and welcome applications from all qualified individuals, including applicants from all cultures and backgrounds, racialized communities, indigenous communities, diverse sexual and gender identities, various religious backgrounds, women, and those with disabilities. We are committed to a selection process and work environment that is inclusive and barrier-free. We encourage applicants to self-identify if they wish to do so.

Interested candidates must submit a cover letter and resume to hiring@efry.com by no later than May 26, 2026, with the subject line #26-HO-006.

We thank all applicants for their interest in this opportunity; however, only those selected for an interview will be contacted.