



JOB SUMMARY:

The *Parenting Program Assistant* provides administrative and operational support to the Groups and Volunteers area of Parent Support Services Society of BC (PSS). The position supports volunteer recruitment and onboarding processes, program administration, documentation, and general office operations to ensure efficient and consistent service delivery.

Working primarily from the PSS office, this role contributes to maintaining accurate records, ongoing volunteer recruitment and onboarding, and effective operational processes while supporting the organization's mission and values.

- **Part-Time:** \$26–\$28/hour, approximately **20–24 hours per week**, depending on organizational needs and the successful candidate's availability.
- **Flexible Scheduling & Remote Work:** Primarily weekday hours, with occasional evening/weekend work and opportunities for occasional remote work, depending on program and organizational needs.
- **Location:** Main Office, Vancouver, BC.

We recognize that systemic inequities create barriers to employment. We particularly encourage applications from Indigenous, Black and racialized people; people with disabilities; women; 2SLGBTQIA+ people; and people with lived experience of poverty or other intersecting forms of marginalization. We welcome applicants whose skills have been developed through employment, education, volunteer work, community involvement, and lived experience.

KEY RESPONSIBILITIES:

- Serve as the first point of contact for prospective volunteers and support the recruitment, application, and onboarding process.
- Coordinate and track volunteer screening requirements, including CRCs and identification verification.
- Maintain accurate, confidential volunteer records, files, databases, and onboarding documentation.
- Provide administrative support for volunteer and parent group programs, including resources, forms, materials, meetings, events, and training sessions.
- Support community outreach and events.
- Assist with reporting, data collection, and program evaluation activities.

MISSION STATEMENT:

Supporting the well-being of children by empowering those who care for them through connection, education, and advocacy.

ACCOUNTABILITY:

Reports to the **Program Leads and Executive Director** and works collaboratively with staff members, program participants, community partners, and funders, with accountability to PSS Society's policies, programs, and commitments.

QUALIFICATIONS, SKILLS AND EXPERIENCE:

Diploma or certificate in Office Administration, Business Administration, Human Services, or a related field, or an equivalent combination of education, training, work, volunteer, or lived experience.

- Experience providing administrative support, preferably in a nonprofit or community-based organization.
- Experience maintaining confidential records and databases.
- Excellent organizational and time-management skills.
- Strong written and verbal communication skills.
- Proficiency with Microsoft Office 365 and digital tools for word processing, spreadsheets, scheduling, filing, and database management.
- Strong interpersonal skills.
- Commitment to confidentiality, equity, diversity, inclusion, and culturally responsive practice.
- Ability to organize competing priorities and respond to time-sensitive requests.
- Ability to work independently and as part of a team.
- Ability to prepare professional correspondence, documents, and reports.
- Experience working with volunteers or community programs is an asset.
- Fluency in a second language is an asset.
- A vulnerable sector Criminal Record Check is required; PSS covers the cost for the successful candidate. (Please note: having a record does not necessarily exclude you from candidacy.)

Closing Date: Friday Sept 11th, 2026, at 8:00 pm

Please email your resume and a brief cover letter or statement of interest to office@parentsupportbc.ca
subject line: Parenting Program Assistant – YOUR NAME.

If submitting these documents creates a barrier, please contact us at the above email or phone 604-669-1616 to discuss another way to apply.

To help us manage the hiring process, please do not visit the office or call to inquire about the status of your application.

PSS is committed to an accessible and inclusive hiring process. Accommodations are available at any stage of the application and interview process. If you require an accommodation or would like to apply in an alternative format, please contact us at office@parentsupportbc.ca. You do not need to disclose a diagnosis or personal medical information when requesting an accommodation.

We thank you in advance for your interest in the position.