

## **LANGLEY COMMUNITY SERVICES – JOB POSTING RDP -25-01**

<b>Job Title:</b>	Administrative Assistant – Responsible Driver Program
<b>Department:</b>	Substance Use Services – Responsible Driver Program
<b>Start Date:</b>	ASAP
<b>Salary:</b>	Hourly rate (\$25.95- \$29.76) – depending on qualifications and experience
<b>Hours:</b>	Full-time – 35 hours per week

### **Job Summary:**

The Responsible Driver Program is BC's mandated education program for individuals who have been convicted of impaired driving. As part of the Responsible Driver team, Administrative Assistants provide a variety of administrative and clerical support to the Senior Manager of Substance Use Services and the Responsible Driver Program workshop facilitators. The administrative assistant assists in answering phones, preparing and sending correspondence, and scheduling appointments.

### **Key Duties and Responsibilities:**

- ❖ Answers phone and /or in person inquiries and routes to appropriate staff members as required. Screens and prioritizes incoming correspondence and other materials for staff members.
- ❖ Track office or program expenditures by recording expenses and maintains a variety of financial records.
- ❖ Collects, researches, organizes, and summarizes data from a variety of sources and produces reports
- ❖ Provides data input support such as phone/email, correspondence, meeting minutes, forms, client information, and sending reports as required
- ❖ Maintains and updates general information and referral resources for the programs including ensuring supply of up-to-date handouts and resource material are available in the public information area.
- ❖ Input data into database (i.e. RoadSafetyBC portal)
- ❖ Performs general data entry functions such as collecting and drafting survey results and maintaining and updating database. (RSBC portal)
- ❖ Arranges meetings, schedules appointment, books rooms for meetings.
- ❖ Assists RDP facilitators and RDP staff when required.
- ❖ Perform other related duties as required.

## **Qualifications, Experiences and Abilities:**

- ❖ Grade 12 plus completion of a program of up to one year in secretarial training, business or office administration.
- ❖ Minimum of 2 years recent related experience or an equivalent combination of both
- ❖ Proven expertise in various word processing and office software programs, including Microsoft office.

## **Reporting relationships**

- ❖ The Administrative Assistant reports to the Senior Manager of SUS

## **Required competencies: skills, abilities, training.**

- ❖ Ability to work within a multi-cultural and diverse work environment.
- ❖ Demonstrated ability to type 60 words / minute.
- ❖ Excellent organizational and time management skills.
- ❖ Understanding of mental health and substance use issues
- ❖ Excellent oral and written English language skills.
- ❖ Excellent at using databases, Zoom and Microsoft office software (including Teams).
- ❖ Ability to understand, appreciate and interact with persons from cultures other than their own.
- ❖ Able to work independently and as part of a team to provide quality services to program participants.
- ❖ Flexibility to work in an often-changing environment.

## **Additional Information:**

- ❖ This is a union position.
- ❖ This position is open to all qualified applicants.
- ❖ This position may require working outside office hours.
- ❖ Criminal Record Check is required.

## **TO APPLY:**

Please reply by June 27, 2025 with Cover Letter and Resume, quoting Posting Number **RDP 25-01** to:

**Langley Community Services Society**  
**Attention: Laura Kendel, Senior Manager – Substance Use Services**  
**5339 – 207 St, Langley, BC V3A 2E6**  
**Email: lkendel@lcss.ca**

*Please note that only persons selected for an interview will be contacted*