



**Internal/ External Job Posting-  
Project Assistant, Building Community Capacity Program  
One Year Contract Position**

Are you looking to be part of an organization with a vision of a healthy and inclusive community where individuals and families can thrive? Burnaby Family Life has been changing lives for over 50 years and we want you to join our team!

**We are looking for a Project Assistant for the Building Community Capacity Program Initiative. This role will also support the work of Burnaby Family Life and the BIPT / Burnaby LIP.**

**We are proud to offer an extensive benefits package...**

- 100% Employer Paid Comprehensive Extended Health and Dental Coverage
- Paid Professional Development Opportunities
- Employee Assistance Plan
- Minimum three weeks vacation for full time employees
- Generous Sick Time
- Group Life Insurance
- Travel Insurance
- Group RRSP Plan with Employer Contributions

**What this role will do:**

- Assist in the review of the existing Faith Directory
- Work with Communications Team to develop marketing materials
- Provide administrative assistance, including the scheduling of tours and organization of community dialogues for the Interfaith Network
- Assist in the development of the updated Interfaith Directory
- Provide administrative support for the interviews and focus groups
- Provide administrative support for training on how to address racism and discrimination.
- Supports event plans, logistics, and works with multiple stakeholders to support event planning
- Support the final report for the project
- Provide administrative support on all special initiatives that support the bridging of BIPT, BFL and EDI work in the community.
- Support an environmental scan of potential future work that complements the project.
- Help input the Interfaith Directory into custom Google maps.
- Takes meetings minutes and develops reports and action plans as needed.
- Helps support the communication platforms including websites, social media, and e-newsletters on an ongoing basis.

**Education, Training and Experience:**

- Post-Secondary Education required (experience in social or human sciences field an asset)
- Minimum of two-year experience working in an administrative role in funded settlement and refugee support programs and/or non- profits an asset.
- Experience working with a broad range of stakeholders.

**Job Skills & Abilities:**

- Excellent interpersonal and intercultural communication skills
- Excellent technical skills in MS Office suite, social media and web-based applications
- Excellent experience using Canva
- Excellent attention to detail
- Excellent writing skills
- Ability to work independently and as a part of a team
- Ability to adapt to changing work demands
- Ability to be culturally sensitive and manage confidential information

**Title:** Project Assistant, Building Community Capacity Program

**Reports to:** Program Manager BIPT/Burnaby LIP

**Location:** Work arrangement will be a combination of onsite and remote work (as allowed).  
Onsite location will be 2101 Holdom Avenue, Burnaby

**Hours:** 35 hours weekly. Occasional evenings and weekends as needed for events and meetings

**Wage:** \$23.41/hourly

**Benefits:** Eligibility for group benefits upon completion of 90-day probation

**Start Date:** Effective immediately

**Please forward your resume to:** [bfl\\_info@burnabyfamilylife.org](mailto:bfl_info@burnabyfamilylife.org) with subject line Project Assistant, Building Community Capacity Program

**Closing date:** until filled

**Only shortlisted candidates will be contacted.**