



Office Assistant

Type of Opportunity: General		
Volunteer Category:		
<input checked="" type="checkbox"/> FBCYICN Member (14-24)	<input checked="" type="checkbox"/> Youth in/from Care (14-24)	<input type="checkbox"/> Youth in Care Ally (14-18)
<input checked="" type="checkbox"/> FBCYICN Alumni (25+)	<input type="checkbox"/> Former Youth in Care (25+)	<input type="checkbox"/> Youth in Care Ally (19+)
Location: <input checked="" type="checkbox"/> Lower Mainland Only <input type="checkbox"/> Provincial-wide		
Description: Do you wonder what goes on day to day at the FBCYICN office and want a better understanding of how the Network operates? Come in and help us in the day to day office duties and gain experience working in an office environment.		
Start Date: Ongoing End Date: Ongoing		
Time Commitment: Depends on responsibility – anywhere from 2 to 8 hours in a day		
Supervising Staff: Colleen Danes		
Interested? Contact: Who: Jessica Chu, Youth Participation Coordinator E-mail: youthparticipation@fbcyicn.ca Phone: 604-527-7762 (ext 104) or Toll Free: 1-800-565-8055 (ext 104)		

Key Responsibilities:

- **Mail-outs and Distribution**
 - Photocopying materials
 - Packing envelopes
 - Weighing and stamping envelopes
 - Mailing envelopes
- **Updating Staff Calendar Board**
 - Recording staff events, meetings and schedules into a word document from prior months (which helps us write our Annual Report and report back to funders)
- **SCM Package Assembly**
 - Photocopying materials to be placed in participant kits
 - Assembling participant kits (materials, name tags, etc)
 - Organizing kits in categories (members, adults, staff, board of directors)
- **FBCYICN Package Assembly**
 - FBCYICN Info Kits and Welcome packages
 - Alumni Gift Packages
 - Rights to Success Workshop folders

Skills/Knowledge we're looking for:

- Accountable
- Organizing and doing repetitive tasks
- Computers and / or technology

Training provided and required:

- Use of FBCYICN office equipment
 - Photocopier
 - Postage Machine
 - Fax machine
 - Computers

What you'll get:

- Volunteer hours counted towards \$100 Honouriam
- More knowledge of the day to day functions of the FBCYICN office
- Invitation to future Volunteer Appreciation Events
- Provincial recognition in our Power Pages magazine
- Letter of reference if requested