

## SURREY EARLY SPEECH AND LANGUAGE PROGRAM

### Program Assistant

**Permanent Part-time Position: .7 FTE position (25 hrs/week); required as soon as possible**

**Location: Surrey, British Columbia, Canada**

**Work Site: Surrey Early Speech and Language Program**

### Join a dynamic, dedicated, and supportive team of professionals.

A recent accreditation survey noted the following strengths about our organization: “Teamwork and dedication to service delivery, to meeting the needs of persons served, and to the organization are evident. There appears to be a strong rapport among management personnel, staff members, and families, with mutual respect being the focus of the relationships. Family members and other stakeholders who were interviewed were extremely satisfied and complimentary of staff performance, staff dedication, and the program’s professionalism.”

### Job Summary:

To provide general office support and act as receptionist. Inputs, edits, and retrieves data from Information Systems. Provide the required support services of the organization as requested. Provides general office duties such as filing and administrative support procedures, word-processing and document report preparation and layout.

### Qualifications:

The position requires: advanced MS Office skills: Excel, Outlook, Word, and PowerPoint; Data Entry Experience. Excellent service skills and ability to work within a team are imperative. A driver’s license and access to a car a few times a year would be an asset.

Successful candidate will work directly with a team of speech and language pathologists, and with other support staff at our other sites. (teachers of the deaf and hard of hearing, a listening and spoken language specialist and many support staff). Candidates should have a strong interest in working in close partnership with parents of young children and with community professionals.

Salary: \$26,000; plus, a benefit package

Please forward resumes to:

Linda Spencer, Program Supervisor  
Surrey Early Speech and Language Program  
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[info@selsp.org](mailto:info@selsp.org)