

Looking Glass Foundation for Eating Disorders

Program Assistant

Overview

The Looking Glass Foundation's programs and services decrease isolation, instill hope, and sustain recovery for individuals across British Columbia who are impacted by eating disorders.

You know that recovery from an eating disorder is possible, and you share our belief that no one should have to struggle alone with this illness. You bring empathy toward individuals impacted by mental health issues.

You are a team player with a high level of motivation, patience, excellent organizational skills and a willingness to provide support wherever needed. Alongside your colleagues, you will help Looking Glass enhance and expand our impact. As a member of the Looking Glass community, you embrace our Values: Compassion, Hope, Integrity, Accessibility, Collaboration, Accountability and Courage.

This is a permanent, full-time position (37.5 hours per week). Permanent employees are eligible for a comprehensive benefit plan after a successful three-month probation period.

We particularly welcome applicants who represent diverse communities or perspectives.

Working in a Team Environment

You will support all members of our small staff team, working toward common goals.

- A. Supporting our Volunteer Manager, you will:
 - assist with the volunteer application process across multiple platforms
 - assist with volunteer communications
 - maintain accurate volunteer records
 - compile volunteer statistics
- B. Working closely with our Program Coordinator, you will:
 - review program forums to identify themes, trends and issues
 - provide program administrative assistance, including accurately recording information in our CRM
 - compile program stats
- C. In providing overall Operational Support, you will:
 - monitor our info@ email
 - assist with marketing and communication
 - support donor outreach and stewardship and assist with our annual fundraising event
 - take on other administrative tasks as requested from time to time

Qualifications and Attributes

- Highly proficient with Microsoft Office Suite (Outlook, Word, Excel, Power Point)
- Two years' administrative expertise or recent post-secondary graduate with applicable experience
- Proficient in Neon CRM or similar database
- Excellent written and verbal communication skills
- Compassionate, with a professional demeanor and positive attitude
- Well organized and detail-oriented, with proven ability to manage multiple priorities on tight deadlines
- Experience volunteering or working in a non-profit environment would be ideal
- High degree of confidentiality
- You will undergo a Criminal Records and Vulnerable Sector check

To Apply

Please email your **cover letter and resume in a single PDF file**, to [susan\[at\]lookingglassbc.com](mailto:susan@lookingglassbc.com) with **Program Assistant in the email subject line**. Application deadline December 15th, 2020. Thank you for your interest in Looking Glass Foundation.