



United Way  
British Columbia



**LITTLE MOUNTAIN  
NEIGHBOURHOOD HOUSE**  
NEIGHBOUR HELPING NEIGHBOUR

Canada



This program is funded by the Government of Canada  
and the Province of British Columbia.

## Administrative Support Assistant – Low Intensity (200 Hours) United Way Work Experience Opportunities Grant (WEOG) 2026-2027

Little Mountain Neighbourhood House Society (LMNHS) has been an integral part of the Little Mountain/Riley Park communities for the past 45+ years, providing free or low-cost social support programs for older adults, families, children, and youth. Rooted in social justice values, we facilitate social connectedness and target our programs to the whole community. LMNHS provides social, educational, cultural, and recreational programs and initiatives that strengthen neighbourhood life for a diverse group of community members.

The **Administrative Support Assistant** is responsible for supporting office operations including data entry, scheduling, and communications. This is a Low Intensity Work Experience Placement for 200 hours starting October 14<sup>th</sup>, 2026. The **Administrative Support Assistant** provides overarching administrative support and contributes to other related administrative duties and projects as assigned

### Duties and Responsibilities

- Provides administrative support to staff team, booking meetings and trainings, data entry, photocopying, room booking, preparation of minutes, answering phone inquiries, correspondence, purchasing supplies.
- Support department's surveys submission
- Assist in the scheduling, preparation, creation and quality assurance of social media posts
- Work with program staff to ensure coordination and development of program calendars
- Assist in data entry and form creation
- Contributes to other related administrative duties and projects assigned.

### Qualifications

- A valid clear criminal record check (including working with vulnerable populations) is required.
- Familiarity with Microsoft Suite (Outlook, Teams, Word, Excel and MS Forms) and other relevant design tools (Adobe, Canva, etc.)
- Demonstrates ability to work independently and in a team environment, takes initiative and is resourceful
- Punctual and reliable team player
- Demonstrates strong organizational and time management skills



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#### About this funded opportunity:

Please note that this Work Experience Placement will receive a stipend. This is not a wage or salary. This position is funded by the United Way Work Experience Opportunities Grant and is open to individuals who receive:

- BCEA recipient or qualified to receive assistance under the Employment and Assistance Act; or
- On disability assistance or qualified to receive assistance under the Employment and Assistance for Persons with Disabilities Act; or
- Hardship Assistance (HA) recipients
- Income assistance through the Person with Persistent Multiple Barriers to Employment (PPMB) benefit
- Qualified to receive assistance from a Treaty First Nation that is funded through the Federal Department of Crown-Indigenous Relations and Northern Affairs Canada; or
- Qualified to receive assistance from a First Nation Administering Authority that administers an Income Assistance Program on behalf of Indigenous Services Canada.
- Each participant must be legally able to work in British Columbia.
- Indigenous people receiving equivalent federal assistance, can participate in work experience projects that occur only on Indigenous reserves or Treaty Lands.

Total grant hours: 200 hours

Working Days: Monday to Friday (~20 hours/week)

Anticipated working hours: 10:00am-2:00pm

Eligible participants will receive a monthly stipend as remuneration. The maximum stipend for this work experience will be \$3,000 in total.

Anticipated Start Date: October 13<sup>th</sup>, 2026

Anticipated End Date: December 18<sup>th</sup>, 2026

This work experience opportunity will remain open until filled

To apply and/or if you have any questions, please email us at [WEOG@lmnhs.bc.ca](mailto:WEOG@lmnhs.bc.ca)