



February 09th, 2018

The BC Muslim Association (BCMA) is seeking to hire students funded from the Government of Canada for administrative assistant positions at various location (Richmond, Burnaby, Surrey, Victoria, Vancouver, Prince George, Abbotsford and Victoria). This is a full-time position of 35-40 hours per week with minimum 5 weeks starting April 23rd to September 01st 2018 based on flex schedule as per the local branch requirements.

The BCMA was established in 1966 with its head office in Richmond B.C. It is one of the largest Muslim organization in Canada serving the Muslim community of B.C. through its branches and chapters. Among other services it also operates two elementary schools and employees over 60 FTE and 70 PTE. For details please visit us at www.thebcma.com

Duties include but not limited to:

- General Office/Administrative
- Membership
- Youth and Seniors programs
- Data Entry, scanning and filing
- Provide weekly report

Required Skills

- Works collaboratively with youth, seniors and management
- Basic computer skills, proficient in MS Excel
- Proficiency in Arabic is an advantage

Successful Applicants Must Be:

- Registered as a full-time student during the preceding academic year or intends to return to school on a full-time basis during the next academic year;
- Eligible to work in Canada (Canadian Citizen, permanent resident, etc)
- Legally entitled to work according to the relevant provincial / territorial
- Between 15 and 30 years of age at the start of employment.
- Minimum of 5 weeks full time commitment

Additional Requirement:

- Clean Criminal Record Check (Vulnerable Sector)

TO APPLY: (please indicate location for which you are applying)

Submit a cover letter and resume no later than **Saturday March 31st, 2018** to summer.student.job@thebcma.com

We thank all applicants for their interest. However, only those candidates short-listed for interview will be contacted.