

Youth Unlimited/YFC Surrey Administrative Assistant

**What is Youth Unlimited/Youth For Christ?** Youth Unlimited (YU) is a faith-based-not-for-profit, Christian organization that builds meaningful, long-term connections with vulnerable young people by meeting them on their turf. YU addresses the holistic health of young people: physical, emotional, mental, social, and spiritual. [www.youthunlimited.com](http://www.youthunlimited.com)

**What do we do in Surrey?** Youth Unlimited/YFC, provides a safe space of belonging for marginalized young people. We have connections with youth at Skate Night community, after school program, girl's after school club, young parents and drop -in.

**What does the Surrey Youth Worker do?** The Surrey Youth Worker collaborates with the Area Director and other staff to journey with, and transform the lives of vulnerable youth. Regular activities include: leading drop-in programming, providing one-to-one youth mentoring, event planning, and coordinating volunteers.

We are looking for a self-starter, Administrative Assistant. You are a multi-tasker and you can easily adapt to any situation. You aren't afraid to roll-up your sleeves and get the job done! Being the central "go to" person you will have to be detail oriented, a fast learner and well organized.

**Work Location: Surrey Central Office**

**What must the person have to thrive in this position?**

- Be an active, participating member of a local church community
- Professionalism in verbal and written communication
- Ability to work in team and independently, while being a highly efficient time manager
- Ability to plan and coordinate meetings, small groups, and events
- Compassion and calling to work with all youth demographics.
- Excellent Computer skills (using Word, Excel, Mail Chimp, Google Docs etc)
- Detail oriented and focused
- Must be proactive and able to multi-task various needs and deadlines

**Apply by submitting a cover letter and resume. Resume should include a Pastoral reference**