



Mount Pleasant Neighbourhood House

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Internal/ External Posting

Childcare Administrative Assistant (Part-Time Term 20 hours/week)

Opening: June 9th, 2026 **Closing:** when filled

Mount Pleasant Neighbourhood House (MPNH) is located on the unceded, occupied, ancestral and traditional homelands of the x^mməθkwəyəm (Musqueam), Skwxwú7mesh (Squamish) and Salilw'ətaʔ/Selilwitulh (TsleilWaututh) Nations. We recognize the vast cultural diversity of Indigenous people and acknowledge the heterogeneity of their opinions, representation, needs and desires. We dedicate ourselves to walking in solidarity beside our Coast Salish neighbors and community members as we work collectively towards community building.

Mount Pleasant Neighbourhood House is seeking an experienced and enthusiastic Childcare Administrative Assistant to assist with our childcare operations.

MPNH is a member of the Association of Neighbourhood Houses of BC (ANHBC). ANHBC Childcare Programs are inspired by the BC Early Learning Framework and the Reggio Emilia Approach. The right person for this position is passionate about community development, social justice and is values-aligned with our organization.

Key Duties and Responsibilities

The Administrative Assistant will work under the guidance of the Childcare Director to provide administrative support to three licensed childcare spaces for children from infants to school age. Duties include organizing and maintaining waitlists, assisting with registration and hiring documents, file organization, inventory tracking and purchasing, coordinating facilities maintenance request, assisting with childcare closing duties; other duties as required.

Skills and Qualifications

- Office Assistant Certificate/ Childcare Administration Course or equivalent training and experience.
- Valid BC Early Childhood Education Assistant Certificate is an asset.
- Valid First Aid & CPR Certificate.
- Clear criminal record check with vulnerable sector screening.
- Proficiency with computers and computer software including accounting programs, Microsoft Office (word, Excel, etc.), data entry- required
- Strong planning, organizational and time management skills.
- Excellent oral and written communication.
- Ability to work independently and as part of collaborative team.
- Creativity, critical thinking, flexibility and sense of humour.

Terms

- 12 Month Term position with possibility of extension.
- Part- time 20 hours per week.
- Monday to Friday, 1:45pm to 5:45pm
- Compensation: ANHBC Band A1- \$22.77- \$23.57. Based on experience and qualifications. Provincial Wage Enhancement of \$6/hour with Early Childhood Educator Certificate.
- Benefits: This position receives 6% on top on wage in lieu of vacation time, paid sick time.
- This position works in person between MPNH Childcare at Eric Hamber Secondary and Childcare at MPNH 800 E Broadway.
- This position works some evenings and weekends.
- Start date: July 15th, 2026

Please submit cover letter and resume to Lorena Jacome, Director of Childcare at ljacome@mpnh.org with *Childcare Administrative Assistant* in the subject line. No phone calls please.

To help us track our recruitment efforts, please indicate in your cover letter where you found this posting. We thank and acknowledge all applicants and will contact those selected for interviews.

Mount Pleasant Neighbourhood House is a member of the Association of Neighbourhood Houses of BC (ANHBC), which is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying for the position.