# Ann Davis Transition Society

**Job Title:** STAR Program Assistant (Summer Student Position)

**Job Site:** Ann Davis Transition Society, Administration Office and Community Outreach Office

**Reports to:** Executive Director/ Youth Counsellors

**Wage:** $17.00 per hour

**Hours:** 5 days per week, 35 hours for 8 weeks

**Job Posting Closing Date**: Open until filled

**To Apply:** Email cover letter/CV and resume with 2 references: STAR Program Assistant

Position in subject line to HR@anndavis.org.

**Summary:**

The Program Assistant will work closely with the Outreach and Youth counsellors and will be involved in a supportive role in, delivery, budgeting and evaluation of the programs. Ann Davis Transition Society delivers quality youth education to youth at risk between ages 15-17 that builds the capacity of individuals and groups to assess their personal assets and, using this new knowledge, increase their skills and abilities contributing to community health, decreasing potential crime and homelessness. The STAR Program aims to provide education, in various topics including communication, job skills, personal and financial management and pays each participant to attend. Our workshops, camps and events have been held successfully in the Fraser Valley community with great results.

# Key Duties and Responsibilities:

* Assist in coordination, delivery and restart of Programs;
* Provide updates for the Ann Davis website and social media venues as required;
* Answer public inquiries Programs;
* Administrative duties including maintaining program files and correspondence, participating in preparation of reports;
* Other duties related to Outreach and requisition as required;
* Work on materials update of and other ADTS programs;
* Working with Outreach in the store with youth and clients.

# Qualifications:

* Enrollment in a certificate program, college diploma, or university degree with a keen interest in the social sciences, child and youth programming, outdoor recreation or other relevant field;
* Ability to take direction and be keen to learn;
* Strong and professional written, verbal and leadership skills;
* Experience researching and writing reports;
* Available to work some weekends during the Summer;
* Proficient in Microsoft Word, Excel, PowerPoint, Photoshop, Illustrator, Adobe Acrobat, Outlook;
* Excellent organizational skills and ability to meet deadlines; ability to work on many projects at one time;
* Valid BC Driver’s License and access to a working vehicle.

# Competencies:

* Excellent interpersonal skills; ability to work independently, cooperatively, and from a feminist perspective;
* Demonstrated ability to communicate effectively both verbally and in writing;
* Strong social media, marketing and development skills;
* Excellent working within a team and developing consensus;
* Strong time management and organizational skills;
* Proficient in use of standard office administrative practices and procedures, including the use of standard office equipment;
* Able to perform technical, specialized, complex and difficult office administrative work requiring the use of independent judgement and initiative;
* Able to interpret and implement policies, procedures and computer applications related to the work assigned;
* Able to perform basic research and prepare reports and recommendations;
* Able to use initiative and independent judgement within established policy and procedural guidelines.

**Working Conditions:**

* Regular hours are from 9-5, 5 days a week to be negotiated. May need to occasionally be available for flexible scheduling weekdays, weekends and possibly some holidays if required;
* Worksite:
	+ Ann Davis Transition Society Administration Office and Community Outreach Office or remote location during COVID-19 pandemic

Note: We conduct primary source verification of applicant's credentials including education, training, work history, and licensure. **Only applicants that have been shortlisted will be contacted.**

STATEMENT OF DIVERSITY

The Ann Davis Transition Society, as an award winning and leading non-profit organization, respects diversity and fosters social inclusion. We strive to deliver inclusive service, affirming the dignity of those we serve regardless of heritage (race, ethnicity, culture, nationality, linguistic origin, place of origin, citizenship, color, ancestry), education, beliefs, creed (religion, faith, spirituality), gender, gender identity, age, sexual orientation, physical or mental health, physical or cognitive capabilities, socio-economic status and political belief.

*The STAR Program and Outreach Assistant (Summer Student Position) will follow the Code of Ethics and the Mission Statement of the Ann Davis Transition Society.*