Housing, Programs and Projects Support Worker – Job Description

Title: Housing, Programs and Projects Support Worker

Reports To: Executive Director

Summary

The Programs and Projects Support Worker provides supports for the day-to-day activities of all ADTS Programs and Projects. The position provides technical and administrative supports, events support and co-coordination and preparation. Also provides admin support to the Executive Director. This position is dependent on funding and the budgetary limitations of Ann Davis Transition Society.

Job Duties and Responsibilities

* Provides support for ADTS Programs and Projects, working collaboratively with team.
* Oversees the front desk operations by ensuring that the necessary facilities and resources are in place, program guidelines and policies are adhered to, and program standards and requirements are met.
* Works closely with the Executive Director and Director of Housing.
* Maintaining databases and undertaking any other administrative duties.
* Excellent in Microsoft 365 and ability to provide technical support to the staff members and leadership team.
* Need to prepare monthly reports and scheduling.
* Promotes public awareness of and support for the program by performing duties such as producing promotional materials and attending community events.
* Liaises with community service providers and other professionals to coordinate service provision, facilitate referrals to the program.
* Maintains related records and statistics and produces reports as required.
* Performs other related duties as required.
* Ability to liaise with stakeholders’, various government organizations on behalf of Executive Director.
* Ability to work in a collaborative team environment with departments such as Finance, HR and House Coordinators as well as work respectfully with clientele.
* Ability to follow direction and take initiative when required.
* Highly organized with an eye for detail as the job involves editing documents.
* Must be able to always adhere to strict confidentiality.
* Works collaboratively in creating a safe, warm and trusting environment.

Core Competencies

* Comfortable working with people from diverse backgrounds
* Well-developed interpersonal; oral and written communication skills
* Ability to work collaboratively with co-workers, community professionals
* High level of time-management and organization skills
* The ability to maintain strict confidentiality
* Can do attitude and ability to work well within a team environment
* Understanding of Non-Profit workplaces
* Must possess a non-judgmental attitude and act in a conscientious and professional manner with all persons in all situations while taking safety into account
* Ability to work independently in a stressful environment
* Strong ability to adapt and learn quickly

Qualifications

* Diploma in a related human / social service field/Administration/business
* Two (2) years recent related experience. Or an equivalent combination of education, training and experience.
* A valid vulnerable sector criminal record check.
* One (1) of recent experience of working in Microsoft Suite (Microsoft Word, Excel, PowerPoint, Outlook;).
* Competent with Skype, Zoom, Teams, Chime etc. to setup meetings.
* Tech Savvy, familiar with multiple databases
* Social Media savvy, able to handle all social media handles for the organization
* Valid BC Driver’s License - Class 5 or Class 7 DL
* Legal Work Authorization to be employed in Canada.
* Valid Vulnerable Sector completion upon hire
* Previous experience with non-profit organization candidates preferred.
* Excellent communication and presentation skills

Behavioral Skills

* Nonjudgmental and quick to adapt to situations.
* Strong sense of self and having a strong grit
* Should have high emotional intelligence and possess empathy
* Conflict Management/Dealing with Resistance Skills
* Empathetic with strong boundaries
* Ability to work with clients from diverse backgrounds.

**Hours:** 9:00 am to 5:00 pm with some occasional evening and weekends with events and meeting

**Hourly Rate:** $22

STATEMENT OF DIVERSITY

The Ann Davis Transition Society, as a 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 Programs and Projects Support Worker will follow the Code of Ethics and the Mission Statement of the Ann Davis Transition Society.*