**Summer Students Opportunities Grant – STAR Program Assistant - Job Description**

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

**Job Site:** Ann Davis Transition Society, administration office, Chilliwack, and some remote work

**Reports to:** Female Youth Counsellor

**Wage:** $17.00 per hour

**Hours:** 5 days per week, 35 hours per week 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](mailto:HR@anndavis.org).

**Position Summary:** The STAR Program Assistant will work closely with the Outreach team and Youth counsellors and will be involved in a supportive role in delivery, budgeting and evaluation of the STAR program and other special projects. The STAR Program Assistant will also provide general support to both the Outreach office as well as the Administration office as required.

# Key Duties and Responsibilities:

* Assist in coordination, delivery and restart of programs and special projects.
* Work with the youth counselling team to ensure proper delivery of the STAR program.
* Provide updates for the Ann Davis website and social media venues as required.
* Answer public inquiries regarding programs and special projects.
* Administrative duties including maintaining program files and correspondence, participating in preparation of reports, providing relief to front desk personnel.
* Other duties related to administration, outreach and requisition as required.

# 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 another relevant field.
* Ability to take direction and be keen to learn.
* Strong and professional written, verbal and leadership skills.
* Experience researching and writing reports.
* 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.
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* Valid BC Driver’s License and access to a car
* Satisfactory Criminal Record Clearance Vulnerable Sector.
* Documentation that applicant is legally entitled to work in Canada.

# Competencies:

* Excellent interpersonal skills: ability to work independently, cooperatively, and from a feminist perspective.
* Demonstrated ability to communicate effectively both verbally and in writing.
* Excellent working within a team and developing consensus.
* Strong time management and organizational skills.
* 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. May need to occasionally be available for flexible scheduling weekdays, weekends and possibly some holidays if required.
* Worksite: Ann Davis Transition Society Administration Office.

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 Marketing, Development & Branding Assistant (Summer Student Position)*

*will follow the Code of Ethics and the Mission Statement of the Ann Davis Transition Society.*