**Work Experience Opportunities Grant – Administration Office Front Desk Support - Job Description**

**Title:** Work Experience Opportunities Grant – Administration Office Front Desk Support

**Reports To:** Executive Director

**Salary:** $15.65/hr

**Hours:**10 hours per week for 20 weeks

**To Apply:** Email cover letter/CV and resume with 2 references: Administration Office Front Desk Support Position in subject line to [HR@anndavis.org](mailto:HR@anndavis.org).

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

**Summary**

The Administration Office Front Desk Support Worker is a temporary position hired under the funded Work Experience Opportunities Grant program. This position is set for a term of 10 hours per week for 20 weeks, requiring the employee to provide support to the Housing and Program Support Worker and Executive Assistant/Operations Support Worker in the Ann Davis Transition Society Administration Office. This position has been approved by the BCGEU and requires the payment of union dues.

**Job Duties and Responsibilities**

* Provide support services to the ADTS Administration Office staff as required.
* Answering phone calls and replying to email inquiries at the Ann Davis Transition Society Administration Office.
* Direct clients of Ann Davis Transition Society to desired services.
* Provide information to patrons as required.
* Other office-based support duties as required.
* Administrative duties including maintaining front desk files and correspondence.
* Other duties related to administration, outreach and requisition as required.

**Qualifications**

* As per the requirements of the Work Experience Opportunities Grant, employees in this position must meet at least one of the following criteria:
  + Qualified to receive assistance under the Employment and Assistance Act as a person with persistent multiple barriers to employment; or
  + Designated under the Employment and Assistance for Persons with Disabilities Act as a person with disabilities.
  + Qualified to receive assistance as a Persons with Disabilities (PWD) or Person with Persistent Multiple Barriers (PPMB) from a Treaty First Nation that is funded through the Federal Department of Crown–Indigenous Relations and Northern Affairs Canada.
  + Qualified to receive assistance as a Persons with Disabilities (PWD) or Person with Persistent Multiple Barriers (PPMB) from a First Nation Administering Authority that administers an Income Assistance Program on behalf of Indigenous Services Canada.

**Competencies**

* Ability to take direction and be keen to learn.
* Approval from the Ministry of Social Development and Poverty.
* Strong, professional written, verbal skills.
* A valid vulnerable sector criminal record check
* Proficient in Microsoft Word, Excel, PowerPoint, Photoshop, Illustrator, Adobe Acrobat, Outlook.
* Excellent organizational skills

**Working Conditions:**

* 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.*