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

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

**Reports To:** Outreach Coordinator

**Salary:** $15.65/hr

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

**To Apply:** Email cover letter/CV and resume with 2 references: Outreach 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 Outreach 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 10 hours per week for 20 weeks, requiring the employee to provide support to the Outreach Coordinator in the Ann Davis Transition Society Outreach Office and Housing and Program Support Worker. 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 Community Outreach Office staff as required.
* Answering phone calls and replying to email inquiries at the Ann Davis Transition Society Community Outreach Office.
* Direct clients of Ann Davis Transition Society to desired services.
* Provide information to clients as required.
* Other office-based support duties as required.
* 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**

* 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.
  + 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**

* Approval from the Ministry of Social Development and Poverty.
* Ability to take direction and be keen to learn.
* Ability to relate non-judgmentally with people from diverse backgrounds of culture, class, race, sexual orientation, gender identity, etc.;
* Able to maintain strict confidentiality, signing oath of confidentiality.
* A valid vulnerable sector criminal record check.
* Strong, professional written and verbal skills.
* Proficient in Microsoft Word, Excel, PowerPoint, Photoshop, Illustrator, Adobe Acrobat, Outlook.
* Excellent organizational skills

**Working Conditions:**

* Worksite: Ann Davis Transition Society Outreach and 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.*