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

**Title:** Work Experience Opportunities Grant – Outreach Office Support Worker

**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 Support Worker Position in subject line to HR@anndavis.org.

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

**Summary**

The Outreach Office 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 Outreach Coordinator in the Ann Davis Transition Society Outreach Office. This position has been approved by the BCGEU and requires the payment of union dues.

**Job Duties and Responsibilities**

* Receive, sort, record and categorize thrift store donations as they arrive at the Community Outreach Office.
* Working with the Community Outreach Office staff to ensure efficient delivery of services through the Ann Davis Virtual Thrift Store.
* Ensure Community Outreach Office is clean and organized.
* Other office-based support duties 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.*