



ann davis transition society

Communication, Events and Operations Assistant– Job Description

Title: Communication, Events and Operations Assistant

Job Site: Ann Davis Transition Society Admin Office – 9046 Young Road, Chilliwack, BC V2P4R6

Position Type: 6 months contract extendable

Reports to: Executive Director

Hourly Rate: \$28

Job Overview:

The Communication, Events and Operations Assistant role will bring a unique combination of skills and knowledge that will allow them to manage day to day with a compassionate and solutions focused mindset. The position is accountable for performing, coordinating, and overseeing technical and administrative duties in support of the Executive Director and team. Working directly with and reporting to the Executive Director for Ann Davis Transition Society, the position provides a broad range of operational support of a highly confidential nature to ensure the effective operation of the executive and the executive level operations, including special projects and communications. This position is dependent on funding and the budgetary limitations of Ann Davis Transition Society.

Job Duties and Responsibilities

Communication and Events Assistant

- Work closely with the Executive Director to oversee and carry out daily business operations.
- Collection of data for monthly and annual reports from support functions and stakeholders.
- Review and summarize confidential reports and documents; prepare background documents as necessary.
- Provide follow-up to assignments given to staff by the Executive Director; provide monthly reports to the Executive Director.
- Ensure sensitive documents are handled appropriately.
- Receive and screen communications to the Executive Director including telephone calls and e-mail messages and provide assistance using independent judgement to determine those requiring priority attention; prioritize, channel, and facilitate communication from all sources through the Executive Director's office. Adept in the use of proper protocols in dealing with all levels of government both written and verbal.
- Respond to letters and general correspondence of a routine nature, clearing with the Executive Director.



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- Make travel arrangements for the Executive Director as needed; maintain appointment schedules and calendars for the Executive Director; arrange meetings and conferences as required.
- Attends Board and Leadership and other meetings to take minutes, prepare room or
- Lead and co-manage website and social media.
- Oversee and partake in the planning of events and large meetings, including the appropriate layout of rooms, seating arrangements, invitations, etc.
- Excellent in Microsoft 365 and ability to provide technical support to the staff members and leadership team.
- Promotes public awareness of and support for the program by performing duties such as producing promotional materials and attending community events.
- Complete other ad hoc duties as required.
- Assisting and supporting staff with Technology. Ability to support staff with Database and Jane app setup.
- Newsletter management

Operations Assistant

- Proactively recommend improvements to increase agency performance.
- Liaise with different departments to improve performance and work efficiency.
- Assist with correspondence, with funders, donors, stakeholders, and government.
- Keep updated on trends, practices, policies, and procedures that impact our sector.
- Coordinate with the programs support person, office activities including schedules; develop and recommend office procedures and systems; ensure smooth office operations in conjunction with the Ann Davis Transition Society (ADTS) team and policies.
- Promotes public awareness of and support for the program by performing duties such as producing promotional materials and attending community events.
- Complete other ad hoc duties as required.
- Proof-reading and Editing documents for the agency.
- Supporting HR with new hires (ID, Badge creation, login credentials, database access, Jane-app access, Drive access) and separations (deactivation of email and database access)
- Active participation in agency fund-raising events.

Skills

- Excellent interpersonal skills: ability to work independently, collaboratively, and from a feminist perspective.
- Excellent Verbal and Written skills.
- Strong social media, marketing, and development skills.



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- Ability to relate non-judgmentally with people from diverse backgrounds of culture, class, race, sexual orientation, and gender identity.
- Able to maintain strict confidentiality, signing oath of confidentiality.
- Exemplary client centered and professional business skills, both in person, over the telephone and email.
- Ability to work within a team and developing consensus.
- Strong time management and exceptional organizational skills.
- Proficient in use of standard office administrative practices and procedures, including the use of standard office equipment.
- Able to perform technical, specialized, complex, and difficult office administrative work requiring the use of independent judgement and initiative.
- Able to interpret and implement policies, procedures and computer applications related to the work assigned.
- Able to analyze and resolve office administrative and procedural problems.
- Able to perform basic research and prepare reports and recommendations.
- Able to use initiative and independent judgement within established policy and procedural guidelines.
- Able to provide complex office administrative support in the areas of database training, set up of staff technical requirements with IT company, report preparation and staff communication.
- Able to communicate effectively with all levels of staffing, the public, government representatives, private organizations, and others sufficient to exchange or convey information in a professional manner.
- Proficiency in Microsoft Office applications and ability to learn.
- An eye for attention to detail and highly organized
- Ability to work effectively in a fast-paced environment.
- Exceptional analytical skills to sift through high volumes of data and information.
- Ability to work sitting down in front of a computer for long hours every day.

Qualifications

- 3+ years' experience in a business work environment preferred.
- Bachelor's degree
- Business administration or equivalent
- Combination of education and experience in sector, administration, events, marketing and/or similar role.
- Required Police Record Check: Vulnerable Sector Criminal Record Search
- Class 5 DL and vehicle



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