



About Easter Seals

Easter Seals BC & Yukon is one of British Columbia's legacy charities operating for over six decades to provide programs and services to better the lives of children and adults with diverse abilities. Operated by the BC Lions Society for Children with Disabilities (Society), Easter Seals BC & Yukon has helped 1.1 million families in need through transportation services, Easter Seals Camps, educational classes, Easter Seals House, post-secondary bursaries at regional colleges and universities, community access services, and patient care programs.

As a registered charity, the Society relies on the generosity of donors to fund their programs and services. Through individual and corporate giving, grants, special events, and major gifts and bequests, the Society directs and stewards its funds with the strategic guidance and fiduciary oversight from its Board of Directors.

Mission

Inspire communities across BC and the Yukon to support, and enable access for, individuals with disabilities.

Vision

Enable abilities in our communities.

Our Values

- **Excellence:** We strive to be the best in all that we do.
- **Relevance:** We commit to effectiveness, sustainability, and continuous improvement.
- **Integrity:** We are trustworthy and accountable.
- **Inclusive:** We treat everyone with respect, embrace diversity, and value the contributions of individuals and communities.
- **Collaboration:** We foster teamwork and build collaborative relationships.
- **Access:** We champion improved access for individuals with disabilities.

What You'll Do

We are looking for an Executive Assistant and Office Manager looking to enter the rewarding non-profit sector. This integral role works with both the Engagement and Philanthropy department and the Executive Office. As a member of the Senior Leadership Team at Easter Seals BC/Yukon, the Executive Assistant and Office Manager provides administrative support to the CEO, the VP Engagement & Philanthropy, and the Board of Directors.

Responsibilities

The Development Coordinator oversees the coordination of all duties related to running the Annual Giving Program, specifically donor processing, CRM management, direct mail, monthly giving, stewardship and cultivation. The coordinator also works closely with other portfolios and departments to ensure best practice is being followed.

General Office and IT Support

- Act as the Front of House reception, taking all phone calls and deliveries.
- First point of contact with IT support team (respond to questions, check on status, approvals, etc) & assist team members and volunteers (Board) with technical issues.
- Work with IT team for various IT-related projects and IT support management
- Coordinate staff meetings and other staff-related functions.
- Contribute to the team by creating and implementing systems and tools that contribute to the smooth operations of the office.
- Take the lead in fostering a 'team' approach to managing common resources such as the supplies room, Boardroom, photocopier station, etc.
- Assist with various reports, collect data, and prepare reports as needed.
- Order office supplies.
- Other duties as assigned.

CEO/President and Vice President Support

- Assist CEO/President and VP Engagement & Philanthropy with calendar management and travel arrangements.
- Prepare and edit correspondence, communications, presentations and other documents
- Coordinate communications and meetings with various stakeholders on behalf of the Executive Office.
- Reconcile expense reports for both.
- Assist with special projects as required.

Engagement & Philanthropy Support

Donor Services and Stewardship

- Assist Annual Giving and Major Gift Departments to coordinate donor thank you cards and letters.
- Respond to donor enquiries in a timely manner.

Event support

- Support with coordinating logistics including, but not limited to, invitations, mailings, scheduling of event participants and volunteers.
- Support with sourcing prizes for raffles, and auction items, and maintain database of inventory.
- Provide support to third party and community events.

Volunteers

- Oversee the Volunteer Program, working closely with the Special Events team to recruit and manage volunteers for events.
- Oversee the Volunteer database and liaise with volunteers to answer questions.
- Develop volunteer job descriptions.

Board & Committee Support

Coordinate Board and Committees meetings

- Schedule meetings & manage meeting logistics.
- Create and distribute Board/Committee meeting agendas and complete meeting packages in a timely manner.
- Prepare and distribute minutes and action items.

Coordinate AGM

- Manage AGM logistics.
- Create and distribute AGM notices and meeting package ensuring compliance with Bylaws.
- Prepare yearly meeting script, minutes and action items.
- Coordinate and submit all entities yearly filing ensuring compliance with BC Societies Act.
- Maintain the Society's Board and governance files, including Bylaws, incorporation documents, and records of motions.
- Provide administrative support to the Board Chair, Committees Chairs and other Board members as required.
- Assist Board members with travel arrangements and other Board-related requests.

Volunteer Management

- Oversee the Volunteer Program, working closely with the Special Events team to recruit and manage volunteers for events.
- Oversee the Volunteer database and liaise with volunteers to answer questions
- Develop volunteer job descriptions
- Manage Board & committee member record keeping (Recruitment, official documents, contact information, terms & years of service)
- Manage Volunteer recognition
- Ongoing research and implementation of volunteer management best practices
- Develop and support the onboarding and orientation process for new volunteers; and provide ongoing training and development of current volunteers

What you bring

- Experience researching and recording information in a clear and proficient manner.
- Strong written and verbal communications skills.
- Organized with strong attention to detail.
- Able to work independently, and within a team.
- Superior computer skills, including skills with web-based technologies, Microsoft Office
- Familiarity with CRM databases is an asset
- Experience with social media platforms an asset
- Possess excellent telephone and email etiquette.
- Exhibits a professional, confident and outgoing demeanor.

What's In It for You?

We invest time and resources into making sure Easter Seals BC/Yukon is as good as the people we hire. Here are some of the reasons we attract the best people:

- **Part-Time Role: 30 hours per week, spread over 4 days**, with occasional evening and weekend work for events.
- **In-Office Position:** Enjoy a stimulating and challenging work environment.



- **Work-Life Balance:** Flexible schedule, remote work options, 3 weeks of paid time off, and wellness days.
- **Health Benefits:** Comprehensive medical group benefits.
- **Competitive Salary:** \$33,627 - \$45,495 for 30 hours, based on experience and qualifications.
- **Professional Growth:** Access to ongoing training opportunities.
- **Equal Opportunities:** We are committed to providing a workplace that fosters equality, equal opportunity, fair treatment, and freedom from discrimination.
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How to apply

To apply, please send an email to hr@eastersealsbcy.ca with your resume and cover letter before **August 26, 2024**. If you have any questions, don't hesitate to contact us.

Diversity, equity, inclusion, and accessibility are essential to creating a meaningful and vibrant workplace. At Easter Seals BCY, we are committed to building a strong and representative team and encourage applications from members of all communities who are disadvantaged under the BC Human Rights Code. Easter Seals BCY is also committed to developing an inclusive, barrier-free selection process and work environment. Please advise if you require any accommodation measures to ensure you will be interviewed in a fair and equitable manner. Information received relating to accommodation requests will be treated with confidentiality.