



BC & ALBERTA GUIDE DOGS

GUIDE DOGS • AUTISM SUPPORT DOGS • PTSD SERVICE DOGS
bcandalbertaguidedogs.com



Serving those who served
A Division of BC Guide Dogs

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EXECUTIVE ASSISTANT

BC & Alberta Guide Dogs is a registered charity with offices in Delta, BC, Victoria, BC and Calgary, AB. The organization breeds, raises and professionally trains Guide Dogs for blind/visually impaired individuals, Autism Support Dogs for children aged 3 to 10 and their families living with profound autism and PTSD Service Dogs for veterans and RCMP. As Accredited Members of the International Guide Dog Federation and Assistance Dogs International, we are recognized under legislation in both BC and Alberta as an approved training facility.

We are seeking a professional, experienced Executive Assistant to provide full administrative support to the CEO, working at the Delta office.

Qualifications:

- Three to five years' experience in a similar role
- Excellent organization skills; ability to manage multiple deadlines
- Ability to work independently and as part of a team
- Strong verbal and written communication skills
- Demonstrated ability to work with a high level of accuracy and attention to detail
- Proficiency in Microsoft Office
- Sound judgement and tact
- Ability to handle confidential and sensitive material with discretion

Key Responsibilities:

- **Administration:**
 - Organize and disseminate documentation necessary for Board of Directors Meetings and the Annual General Meeting
 - Maintain Corporate Records Book
 - Facilitate Regulatory Filings – Federal and Provincial
 - Vehicle Fleet Insurance and Commercial General Liability Insurance – assist with renewals and maintain records



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- **Human Resources:**
 - Benefits administration
 - Job Postings
 - Job Descriptions
 - Employment Letters
 - Onboard new employees and collection of payroll data

- **Training and Puppy Raising Departments Admin Support:**
 - With the direction of the CEO, assist the Training Department by mailing out Applications and Acceptance and Non-Acceptance letters as instructed
 - As required, assist by providing documentation for IGDF and ADI Accreditations
 - Submit Applications and appropriate back up to obtain BC/Alberta Government ID cards
 - Prepare and issue BC & Alberta Guide Dogs ID cards in-house

- **Fundraising Support:**
 - Maintain Schedule of Bequests and distribute to CEO and Controller
 - Assist CEO with coordination and organization of the Annual Golf Tournament and assist with other fundraising activities by helping and volunteering

- **Letters and Miscellaneous:**
 - Prepare various letters and general correspondence for the CEO's signature

How to Apply:

Please email your cover letter and resume by Friday, February 8th, 2019 to William Thornton, CEO at: william.thornton@bcguidedog.com.

We thank all applicants, however, only those selected for an interview will be contacted. Shortlisted candidates will be notified by Friday, February 15th, 2019. No phone calls please.

All interested parties, regardless of outcome, shall be treated with the utmost of confidentiality.