



# BC & ALBERTA GUIDE DOGS

GUIDE DOGS • AUTISM SERVICE DOGS • PTSD SERVICE DOGS

[bcandalbertaguidedogs.com](http://bcandalbertaguidedogs.com)



A Division of BC Guide Dogs

## Executive Assistant – Delta BC Permanent, full-time, on-site position

BC & Alberta Guide Dogs is a registered charity based in Ladner, BC and has an immediate opening for an Executive Assistant.

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

### Key Responsibilities:

- Organize and disseminate documentation necessary for Board of Directors Meetings and the Annual General Meeting
- Facilitate Regulatory Filings
- Prepare letters and general correspondence for the CEO
- Benefits administration, Job Postings, Job Descriptions, Employment Letters
- Assist CEO with the coordination and organization of the Annual Golf Tournament and assist with other fundraising activities

### Qualifications and Experience Requirements:

- Three years' experience in a similar role
- Excellent organizational skills, ability to manage multiple deadlines
- Strong verbal and written communication skills
- Proficiency in Microsoft Office, Google Workspace
- Ability to handle confidential and sensitive material with discretion

Please email your cover letter and resume by Friday, June 24, 2022, to William Thornton, CEO at: [william.thornton@bcguidedog.com](mailto:william.thornton@bcguidedog.com).

We thank all applicants, however, only those selected for an interview will be contacted. No phone calls please.

#### BC HEAD OFFICE

7061 Ladner Trunk Road  
Delta, BC V4K 3N3  
Tel: 604.940.4504  
Fax: 604.940.4506  
Toll-free (Canada):  
1.877.940.4504

#### ALBERTA OFFICE

11 - 6115 4th Street SE  
Calgary, AB T2H 2H9  
Tel: 403.258.0819  
Toll-free (Alberta):  
1.877.258.0819

#### VICD SERVICE DOGS

Office: Rms 9-10  
744 Primrose Street  
Qualicum Beach, BC  
Tel: 250.909.0090  
Mail: BC Head Office

