



BC & ALBERTA GUIDE DOGS

GUIDE DOGS • AUTISM SERVICE DOGS • OSI-PTSD SERVICE DOGS

bcandalbertaguidedogs.com

Since 1996

Job Posting: Executive Assistant

Location: Delta, BC

Position Type: Full-Time, On-Site

Mission

BC & Alberta Guide Dogs is a registered charity that provides professionally trained Guide Dogs to individuals who have low vision or are blind, Autism Service Dogs to children with autism, and OSI-PTSD Service Dogs to Veterans & First Responders in British Columbia & Alberta.

Position Summary

The Executive Assistant is a key administrative partner to the CEO and Executive Leadership Team, responsible for ensuring the smooth and efficient operation of executive functions. This high-visibility role demands a detail-oriented, proactive individual with exceptional organizational and communication skills, and the ability to handle confidential information with professionalism and discretion.

Key Responsibilities

Executive Support

- Manage executive calendars, appointments, travel arrangements, and conference calls.
- Prepare reports, presentations, correspondence, and meeting materials.
- Screen and prioritize emails, phone calls, and other communications.
- Draft, proofread, and distribute professional-level communications.
- Coordinate meeting logistics, venues, agendas, and follow-ups.
- Serve as the main point of contact between executives and internal/external stakeholders.
- Handle confidential and sensitive information with utmost integrity.
- Assist with special projects and perform general office management tasks as needed.

Human Resources Administration

- Create and maintain up-to-date job descriptions.
- Post job openings and monitor application traffic.
- Draft and distribute employment offer letters and documentation.
- Onboard new hires: personnel file setup, payroll data coordination, handbook issuance, driver's license and criminal record checks.
- Maintain vacation and time-off records.

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

OSI-PTSD SERVICE DOGS

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



Legal Title: British Columbia Guide Dog Services
Registered Charity Number: 89131 1763 RR0001



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- Update Employee Handbook and ensure policy compliance.
- Manage Compass Cards distribution and records.

Office Administration

- Reconcile monthly corporate credit card expenses.
- Organize and archive key documents both physically and digitally.
- Prepare and distribute documents for Board and Annual General Meetings.
- Maintain Board of Directors listings and update governing bodies as needed.
- Submit annual regulatory filings (BC Society Act, Industry Canada, Alberta Extra-Provincial Registration).
- Maintain insurance records for fleet and general liability.
- Secure Certificates of Insurance for events and training.
- Manage the Annual Report distribution list.
- Coordinate IT needs with the off-site IT Manager.
- Schedule monthly virtual staff meetings.

Fundraising and Event Coordination

- Maintain and distribute a schedule of bequests.
- Support planning and logistics for major events (e.g., Golf for Guide Dogs tournament, Trivia Night, Ties for Tails Gala).
- Apply for Gaming Licenses and submit post-event revenue reports.
- Collaborate with CEO on thank-you letters, funding reports, and grant applications.

Qualifications

Education & Experience

- University degree or equivalent post-secondary education.
- Minimum 3 years' experience in an Executive Assistant or senior administrative role, preferably supporting C-level executives.

Skills & Competencies

- Excellent verbal and written communications.
- Exceptional organizational and multitasking abilities.
- Strong interpersonal and relationship-building skills.
- High degree of professionalism and discretion.
- Ability to work independently and within a team.
- Comfortable in a dynamic, fast-paced environment.

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Technical Proficiency

- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint).
- Familiarity with Google Workspace (Docs, Sheets, Calendar).
- Experience with project management and communication tools (e.g., Trello, Slack) is an asset.
- Comfort working in a Mac/Apple environment.

What We're Looking For

At BC & Alberta Guide Dogs, we pride ourselves on fostering a supportive, mission-driven workplace where team members are empowered to make a meaningful impact.

- A positive, self-motivated individual who takes initiative.
- Someone who thrives in a fast-paced, deadline-driven environment.
- A team player who can build effective relationships within the organization.
- A candidate who is passionate about making a difference through their work.

What We Offer

- 4 weeks' vacation plus Christmas Eve, Easter Monday & your birthday off.
- A comprehensive benefits package includes coverage for health, drugs, vision, and dental care.
- A mission-driven, supportive workplace where your creativity makes a tangible impact.
- Opportunities for professional development and training.
- An office culture that values initiative, collaboration, and a good sense of humour.

How to Apply

If this opportunity excites you, please send your resume and cover letter, to william.thornton@bcandalbertaguidedogs.com with "Executive Assistant" in the subject line. Applications will be reviewed on a rolling basis, so apply early to ensure consideration.

Join us in making a meaningful impact through your administrative skills. We look forward to welcoming the newest member of our team!

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