

PROGRAM ASSISTANT, SPECIAL INITIATIVES

SUMMARY

The Program Assistant is responsible for providing administrative, operational and logistical support to the Special Initiatives team throughout the entire life cycle of Special Initiative projects and/or resulting programs; assisting with planning, coordination and analysis activities; supporting the research and development of Trust initiatives, programs and projects; and providing reception services for the Trust's Golden office location. This position reports to the Director Special Initiatives.

KEY ACCOUNTABILITIES

- 1. Provides administrative and operational support throughout the entire life cycle of a Special Initiative, program or project.**
 - Helps develop and oversee contracts with organizations and individuals in compliance with the Trust's Financial Management Policies and budgets.
 - Corresponds and communicates with partners, consultants and community groups as necessary to maintain working relationships.
 - Processes categorizes and assesses incoming project applications according to program criteria.
 - Tracks and maintains department budget information, and supports Managers as requested in identifying inaccuracies or discrepancies.
 - Processes final reports and invoices, reconciles with contracts and identifies discrepancies, following up with external parties as required.
 - Provides regular feedback to appropriate Trust staff regarding issues with or opportunities to improve the Trust's processes.
- 2. Provides logistical support.**
 - Coordinates and arranges special events, internal and external meetings including through the compilation and distribution of meeting materials, note taking, meeting set up and other activities as requested.
 - Performs general clerical duties including record keeping, correspondence, photocopying, and contact management.
 - Supports projects, public meetings or other related issues.
 - May participate in cross functional committees as a department representative.
- 3. Supports planning, research and analysis activities.**
 - Participates in a variety of strategic planning and specific project/initiative planning processes related to the work of the Special Initiatives Department.
 - Researches, compiles and analyzes information for initiatives and programs related to Special Initiatives.
 - Identifies and communicates ideas, issues and concerns that are relevant to the strategic direction of the Trust, its programs and initiatives.
- 4. Supports the research and development of emergent issues/priorities.**
 - Develops correspondence, presentations, undertakes data entry and collates information to prepare reports related to the research and development of special initiatives, programs and projects.

5. Provides reception services for the Trust's Golden office location.

- Acts as the point of first contact for residents, officials, agencies and stakeholders who are contacting the Trust.
- Presents a positive image of the Trust and ensures that the Trust office surroundings, meeting rooms, kitchen areas etc. all display a professional appearance.
- Maintains general office, coffee and copy room surroundings and supplies and purchases replacement items as required.

QUALIFICATIONS

Training and Experience

- A minimum of a diploma in a relevant field or an equivalent combination of education, training and experience.
- A minimum of 2 years of experience including demonstrated experience in providing administrative support and or a related position.
- Sound knowledge of the Trust's objectives, operations and administrative and organizational structures.
- Working knowledge and understanding of contracting and tendering processes.
- Working knowledge and understanding of grant application, budget, forecasting and payment processes.
- Working knowledge of contract management best practices.

Knowledge, Skills and Abilities

- Self-motivated and results oriented.
- Strong computer skills, including skills in MS Office software (particularly Outlook, Word, PowerPoint and Excel).
- Strong information literacy skills.
- Well-developed written, verbal, presentation, and communications skills.
- Strong research skills.
- Attention to detail and ability to prioritize while ensuring accuracy and meeting deadlines.