

Position Posting: Education & Training Assistant

Organization: [Acts safe Safety Association](https://www.actsafe.ca)

Application Deadline: Sunday, April 23rd, 2023

Do you consider yourself an admin dynamo who thrives on providing top notch customer service? Are you “that” person who loves learning, and has a passion for education and training? Do you pick up technology easily? Have you worked in the BC arts and entertainment industry, and enjoy binge-watching your favorite streaming service, attending festivals, concerts and performing arts shows?

Acts safe Safety Association has just launched a new five-year strategic plan (2023–2027) with a focus on ensuring our programs and services are world-class, industry-specific, and improve health, safety, and wellbeing knowledge, attitudes, beliefs, and behaviours to ultimately decrease the injury rate of BC's arts and entertainment workers. We are looking for an **Education & Training Assistant** to be our “customer experience ambassador!”

Reporting to the Director – Education & Training, the **Education & Training Assistant** is often the first point of contact for students, and is responsible for providing a positive, efficient, and effortless experience for external customers. This position is attuned to in-house office activities and oversees the day-to-day classroom activities. They are also responsible for the entering information into the LMS “STAR System” database, including training records, course schedules, and registrations, and provides support to the E&T department and may also lead special projects or initiatives.

The successful incumbent will have at least a high school diploma, but additional post-secondary education would be considered an asset. 0-2 years’ experience in office administration, customer service, and experience working in the BC arts and entertainment industry, would be the cherry on top. Candidates must have proficiency in common office technology including MS Office Software Suite (Outlook, Teams, SharePoint, Word, PowerPoint, Excel). Experience in other systems/software/technology considered an asset (Zoom, CRM, LMS, digital payment systems, Monday.com). If you are committed to making an impact and want to be part of an organization dedicated to transforming health, safety and wellness in BC's arts and entertainment industry, we would love to meet you!



How to apply:

To apply for this opportunity, please submit a cover letter and resume to: jointheteam@actsafe.ca with the title of the job you are applying for clearly outlined in the email subject line and cover letter by Sunday, April 23rd, 2023!

Who is Actsafe?

Actsafes is a not-for-profit health and safety association supporting BC's production of motion pictures, television, live events and performing arts industries. Its vision is that British Columbia has the safest and healthiest arts and entertainment workplaces in the world, and its mission is to prevent and eliminate workplace injury, illness, and death by providing world-class occupational health, safety, and wellbeing programs to employers, supervisors, and workers.

What we offer:

Actsafes offers a total rewards package including:

- salary: \$45,000-\$50,000
- benefits
- an 8-hour workday/40-hour workweek
- flexible workplace with a mix of in-office (Burnaby), on location & remote work
- a rich paid time off and professional development budget
- challenging work that provides you with a sense of purpose
- passionate, skilled, and fun team members
- engaged and collaborative stakeholders
- a psychologically and physical safe and healthy culture

[Meet our team](#)

At Actsafes Safety Association, a diverse, inclusive, and equitable workplace is one where all members of the team, stakeholders, community, and individuals whose personal characteristics fall into any of the prohibited grounds of discrimination under Canadian Human Rights Law feel valued and respected. We are committed to fostering a non-discriminatory workplace culture and providing equal employment and advancement opportunities throughout our organization. We respect, encourage, and value diverse voices because we believe that innovation and creativity are driven by inclusiveness and cultivated by diverse backgrounds, ideas, and experiences.

