

Position Posting: **Governance, Program & Executive Assistant**

Organization: [Actsife Safety Association](#)

Application Deadline: Wednesday, Jan. 31, 2024

Salary: \$55,000-\$65,000

Are you a not-for-profit organization governance whiz? Do you have at least 3-5 years' experience as a senior administrative professional? Are your strengths being highly organized and detail-oriented? Are you knowledgeable about working in Microsoft Suite, particularly PowerPoint? Are you a fan of the motion picture, performing arts and live event industry, looking to have a strong sense of purpose in your job join an exceptional team with a thriving culture and physically and psychologically safe workplace.

Last year, the Actsife Safety Association launched a new five-year [strategic plan \(2023–2027\)](#). We have just moved into Year 2 and are thrilled to start recruiting for the new and highly valued role, charged with providing vital support to the Association's **governance** members, committees, and Board of Directors; providing confidential **executive administration** support to the CEO; and back-up **department and program admin. support**, as there is the capacity to do so.

This position has primary oversight of the following responsibilities:

- Governance Subject Matter Expert (SME) – familiarity with the [Societies Act](#), and internal governance documents
 - Governance Documentation & Records Maintenance - Board Bylaws, Policies, Manual, Terms of Reference, Register of Members; files with [BC Registries and Online Services](#)
 - Board & Committee Meeting Admin. – scheduling, material drafting (agenda, PPT slide deck, reports, & KPI scorecard), communications, member orientation, meeting minutes
 - Event Coordination –Annual General Meeting (AGM), Board retreat & workshops
 - Project Support – ensures completion of post-meeting action items, tracks deadlines, sets reminders and follows up with requests of others.
 - Funding Applications – Assists in drafting business development applications/grants.
 - Travel Arrangement – Research travel options and costs and book ferries, flights, rental cars, accommodation, restaurants, and other activities, for the CEO.
 - Expense Reimbursement Support – Prepare CEO expenses for the accounting dept. for reimbursement and reconciling the CEO's credit card statement and receipts.
- Department/Program admin. – cross-trained on key procedures of other administrative professional team members, and regularly provided backup support during the week (e.g. 2 days/week). Responsibilities include customer service, data entry, LMS maintenance, writing standard operating procedures (SOPs), coordinating training logistics, ordering supplies, preparing materials, processing sales transactions, etc.

What is considered an asset?

- Education: A high school diploma or education in office administration is required. Any schooling above this is considered an asset.
- Experience: 3-5+ years' experience in executive administration, preferably for a not-for-profit organization (association) required. Experience in the arts & entertainment industry (film, TV, commercials, performing arts, live events) is an asset.
- Technology: Proficiency in using Microsoft Office (Outlook, Teams, SharePoint, Word, PowerPoint, Excel) required. Experience in other systems is considered an asset incl. virtual meetings (Zoom), customer relationship management (CRM), accounting (Sage), payroll (Ceridian), project management (Monday.com), learning management systems (LMS), digital payment (Bambora) PolleEV, DoodlePoll.
- Certifications - A valid Class 5 BC driver's Licence is required, and access to a vehicle is preferred. [Canadian Certified Administrative Professional \(CCAP\)](#) is considered an asset.
- Ideal competencies: emotional intelligence, innovation, change management, relationship management, technical subject matter expertise (SME), self-led, accountable, organizational awareness, organizational effectiveness, communication, collaboration and results oriented.

How to apply?

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! **Please submit a cover letter and resume to: jointheteam@actsafe.ca by Wednesday, Jan. 31, 2024.**

What we offer:

Actsafes offers a total rewards package including:

- Salary: \$55,000-\$65,000 depending on education, designations, and experience
- Extended Health Benefits (EHB) Plan
- An 8-hour workday (with a paid 30-minute lunch break)/40-hour workweek
- A flexible workplace with a mix of in-office (Burnaby) and remote work opportunities
- A rich paid time off and professional development budget
- Challenging work that provides you with a sense of purpose
- Passionate, diverse, skilled, fun team members
- Engaged and collaborative stakeholders
- A physically and psychologically safe and healthy culture

What is [Actsafes](#)?

Actsafes is a not-for-profit health and safety association, with a growing \$2.5M operating budget, supporting BC's production of motion pictures, television, live events, and the performing arts industry's 3000 employers and 60,000 workers. 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.

Who is the Actsafes team?

[Meet our team members](#). 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.