



Administrator, Equity Programs (Contract, Full Time)

ABOUT THE POSITION

Join ITA and be part of a highly engaged organization that is named one of BC's Top Employers and certified Great Place to Work!

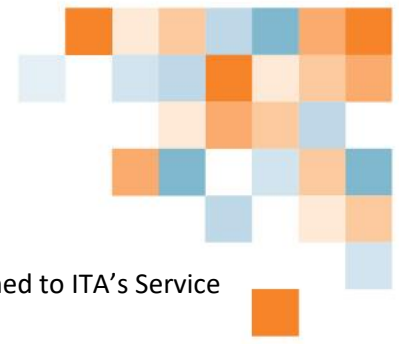


The Administrator, Equity Programs is responsible for providing administrative support for equity programs and initiatives and offering back up support for the Youth Administrator. The primary focus is to provide administration, coordination, and financial management duties related to internal and external Equity Diversity and Inclusion initiatives, including the Workforce Development Agreement programs and ITA's EDI Strategic Plans. The role is based in the Richmond office and may require occasional travel in BC. The position does not have any direct reports.

Submit your cover letter and resume by email before the closing date listed on our careers page to HumanResources@itabc.ca

RESPONSIBILITIES/ACCOUNTABILITIES

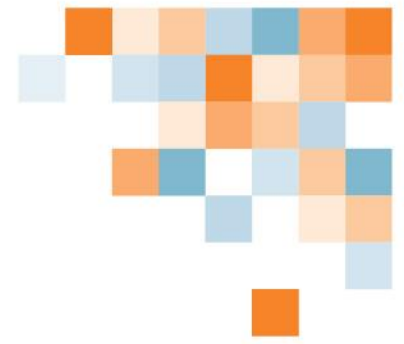
- Works closely with the Manager, Equity Programs and the Program Leads on the management of all Workforce Development Agreement (WDA) and Equity programs and initiatives
- In collaboration with leadership, tracks, updates, and monitors expenditures for program budgets, including all funding agreement budgets
- Works closely with the Program Leads to maintain service provider relationships and agreement budgets to meet any ITA and Ministry funding expectations
- Collects, processes, and reconciles project related invoices and claims to meet ITA financial controls
- Monitors Equity and WDA email accounts and distributes emails to TIA team members and other ITA dept. as applicable
- Manages the ITA Essential Skills website Registrations and liaises with Essential Skills Group
- Manages collection and entry of equity stakeholder/agreement holder data using tracking systems including: ITA's Navigator 365 system, Ministry Client Information System (CIMS), and project tracking spreadsheets
- Assists with the development of documents to support equity initiatives, including preparation, formatting, and editing of funding agreements, reports and communications using ITA templates and/or other professional documentation formats



- In collaboration with the Manager and Leads, monitors and compiles data aligned to ITA's Service Plan and equity reporting requirements
- Prepares and collates documents for meetings and presentations
- Coordinates meetings with WDA and equity stakeholders for team members and the Director, Trades Inclusion & Access
- Assists in planning and organizing events and stakeholder engagement meetings for Equity and the Director, Trades Inclusion & Access
- Tracks all WDA and Equity events and ensures ITA's attendance is coordinated across the Trades Inclusion & Access, External Relations, Customer Service (Apprenticeship Advisors), Indigenous Initiatives departments
- Assists with travel planning and bookings, as needed, for the Equity teams using vendors identified by Corporate Support for travel services
- Tracks the allocation and supply levels of all program swag in collaboration with Communications department
- Responds to inquiries from ITA staff, and external stakeholders in relation to program services
- Coordinates and updates program information for internal/external stakeholders in relation to Equity programs
- Support equity teams with internal or Ministry requests for equity program information and/or data requests following ITA protocols and in collaboration with the Strategy and Performance department
- Attend team and department meetings and support Manager and/or Director with developing agendas, and tracking resulting action items

EDUCATION/EXPERIENCE

- Post-secondary education in Business Administration or Career Development is preferred for this role; a combination of education and/or sufficient work experience is preferred to perform all aspects of the position successfully
- Office administrative experience in a corporate environment is required
- Previous experience in the Public Service is an asset
- Well-developed analytical skills are required
- Ability to work independently and within a team with minimal supervision
- Proficient in developing, reviewing, formatting, and editing documents, reports, spreadsheets, and presentations
- Advanced experience with MS Office programs, specifically Excel and Word
- Ability to utilize software to enter, retrieve, compile and process financial and statistical data
- Experience using various social media applications
- Some knowledge of trades and apprenticeship is required
- Understanding of the BC apprenticeship pathways is an asset



COMPENSATION

Annual Salary Band 4: \$61,232 – \$76,672

The ITA offers a highly competitive benefits package and perks which include:

- Healthy Living Program
- Extensive Extended Health and Dental Plans that are 100% employer paid
- Eligible for pension contributions
- Professional Development Plan

HOW TO APPLY

If this sounds like you, we look forward to hearing from you! Submit your cover letter and resume (**PDF format**) by the closing date on our careers page **by email** to HumanResources@itabc.ca. **Be sure to include your name and the position you are applying for** in the subject line, or your application may not reach the appropriate person.

We kindly ask that applications be sent by email only - no fax or mail applications - and we ask for no phone calls please. Due to the high number of applications the ITA receives, only applicants who are selected for an interview will be contacted.

ITA currently operates on a hybrid work environment which encompasses working remotely and in-office.

ITA is committed to providing a healthy and safe environment for all its employees and recruitment candidates. The ITA has implemented its Mandatory Vaccination Policy for staff to help prevent the spread of COVID-19. ITA will continue its obligation to review accommodation requests from staff who are unable to receive the vaccine. We sincerely thank all applicants for their interest to join ITA.