

Youth Programs Administrator (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!



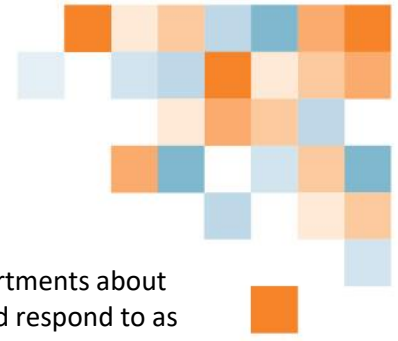
The Youth Programs Administrator is responsible for providing administration and budget management support for ITA Youth Programs and activities, and back up support for the Administrator, Equity Programs when needed. The role is based in Richmond and involves a significant amount of stakeholder engagement.

This is a full-time contract role for approximately 12 months.
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

- Provides administrative support to team / department to achieve ITA's mandate and department objectives
- Coordinates with Youth program Leads to schedule, support and facilitate Youth webinars, stakeholder meetings and internal/external events
- Processes Youth stakeholder correspondence through CRM/phone system
- Processes, files, maintain and tracks Youth Funding Agreement documents, reports and budget using various tracking systems including ITA's Navigator D365
- Creates and processes invoices, and funding letters as needed
- Supports the tracking of financial reports, forecast and updates to budget
- Facilitates onboarding training for new Youth stakeholders including pre-scheduled training
- Participates in the development and maintenance of training resources in collaboration with Youth team
- Helps develop and maintains Youth program documents and resources
- Processes, files and maintains Youth program application and completion information for DISCOVER, TRAIN, EXPLORE, WORK programs
- Downloads, collates, prepares, shares and archives monthly Youth data reports
- Maintains all electronic databases



- Communicates and collaborates frequently with Youth team and internal departments about trends, inquiries, escalations, emerging issues, and service levels to address and respond to as required
- Identifies opportunities for continual improvement of Youth administrative processes to increase department and stakeholder efficiency
- Participates in and supports Youth program and department projects and initiatives, as needed
- Attends team meetings and support Manager with developing agendas, and tracking resulting action items
- Supports the Administrators, Equity Programs as needed due to vacation or high workloads
- Maintains Youth events calendar in coordination with Manager and External Relations department
- Prepares travel/booth kits for department staff attending Youth events
- Attends off-site Youth events/meetings as needed
- Organizes and maintains inventory levels of Youth collaterals and SWAG
- Collect information and prepare newsletters for Youth stakeholders in collaboration with Youth team on themes and topics
- Assists with travel planning and bookings, as needed, for the Equity teams using vendors identified by Corporate Support for travel services
- Performs to a service level that meets stakeholder and internal needs

EDUCATION/EXPERIENCE

- Post-secondary education in Business Administration, Education, HR or Economics 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 preferred
- Previous experience in a complex analytical administrative position is required
- Comfortable communicating openly and frequently with colleagues
- Previous knowledge of ITA policies, youth initiatives and programs, trade programs and program standards would be an asset
- Ability to process data input coming from outside resources for errors
- Customer service focused, with ability to resolve challenging situations, questions with professional attitude
- Effectively deal with a variety of stakeholders in a diplomatic and professional manner; maintains dignity and respect
- Proven ability to present information to large groups effectively
- Public speaking experience is an asset
- Familiarity working with Government/School Districts/Employer Groups is an asset
- Knowledge of K-12 education system in BC is an asset
- Experience in teaching/leadership/instruction/coaching would be an asset
- Advanced experience with MS Office programs is required
- Knowledge of ITA systems would be an asset

COMPENSATION

Annual Salary Band 3: \$52,530 – \$62,080

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.

At ITA, we are committed to diversity and inclusion to ensure that everyone can be their best, authentic self at work. We strive to remove barriers that affect marginalized communities in our recruitment processes. We encourage all qualified applicants to apply.

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.