
PROGRAM ASSISTANT, SPECIAL INITIATIVES

SUMMARY

The Program Assistant is responsible for supporting the development and implementation of Trust initiatives, programs and projects; undertaking planning and conducting research and analysis; providing operational and administrative support throughout the entire life cycle of Special Initiative programs and/or projects; providing logistical support and providing reception services to the Trust's Golden office location. This position is a three year term and reports to the Director, Special Initiatives.

KEY ACCOUNTABILITIES

- 1. Supports the development and implementation of Special Initiative programs and projects.**
 - Develops correspondence, presentations, undertakes data entry and collates information to prepare reports related to the development and implementation of strategic plans, initiatives, programs and projects.
- 2. Supports planning, research and analysis activities.**
 - Participates in a variety of strategic planning, land use planning and specific project/initiative planning process 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.
- 3. Provides operational and administrative 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.
- 4. 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.
- 5. Provides reception services to 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

Required Knowledge and Experience

- A minimum of a Bachelor's degree in Natural Resources, Planning, Public Administration or a relevant field or equivalent combination, education, training and experience.
- 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.

Required Skills

- Self-motivated and results oriented.
- Well- developed research skills
- 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.