

## **VOLUNTEER OPPORTUNITIES**

### **Job Title: Executive Assistant**

**Reports to:** Executive Director

**Work Arrangement:** Hybrid

### **Position Summary:**

In this position, the Executive Assistant will report directly to the Executive Director and will provide executive support in a one-on-one working relationship. The executive assistant serves as the primary point of contact for the Executive Director and also serves as a liaison with the Board of Directors.

### **Essential duties and responsibilities:**

- Provide comprehensive support services to the Executive Director that ensures outstanding communication
- Support Executive Director with internal and external communications
- Maintain calendars including scheduling and/or rescheduling appointments with a focus on proactive and strategic time management for the Executive Director
- Serve as liaison to the Board of Directors
- Maintain quality filing and communication systems including contact management, document management, and archiving
- Organize meetings and events for convenings and various board meetings; providing relevant materials prior to all meetings; and ensuring documents for signature are processed in a timely manner
- Manage regular mail and email
- Make travel arrangements
- Assist in other administrative tasks as assigned by the Executive Director

### **Knowledge, Skills, and Abilities:**

- Familiarity with Non-profit sector
- Exceptional communications skills both verbal and written
- Strong interpersonal skills with the ability to take initiative, multitask, be a team player, adapt to shifting priorities, and prioritize work
- Solid editing and proofreading skills
- Excellent organizational skills, commitment to accuracy and attention to detail
- Good working knowledge of all Microsoft Office applications required to prepare correspondence, reports, newsletters, spreadsheets and presentations, and manage a large volume of email
- Ability to handle sensitive and confidential situations with diplomacy

**Job Title: Bookkeeping Associate**

**Reports to:** Operations Manager

**Work Arrangement:** Hybrid

**Job Overview:**

Reporting directly to the Operations Manager, the Assistant Bookkeeper performs clerical duties, including but not limited to data entry, account reconciliation, balance sheet maintenance, and general financial record keeping.

**Key Responsibilities:**

- Working with bookkeeping firm to classify expense entries
- Inputting information of new employees into direct deposit system
- Coordinating expense reimbursements, including distributing payments/cheques
- Overseeing financial statements and cash flow to ensure programs and projects operate within budget
- Recording all expenses

**Requirements:**

- Undergraduate Degree in Business Administration, Accounting, Finance or related discipline
- Currently enrolled or completed introduction and intermediate accounting courses, preferably completed personal or corporate tax course

**Skills/Qualifications:**

- Understanding of and belief in the organization's mission, vision and values
- Basic Accounting knowledge
- Technical Skills: Hands-on experience with MS Excel and accounting software (QuickBooks)
- Data entry
- Deep understanding of Accounting principles
- Comfortable dealing with huge volumes of complex data

**Position: Program Assistant (Living Streets/Bike Valet/Seniors on the Move)**

**Reports to:** Executive Director

**Work Arrangement:** Hybrid

### **Position Summary:**

In this position, the program assistant will report to the Program Coordinators, and will coordinate convenings and events, and handle other administrative responsibilities.

### **Essential duties and responsibilities:**

- Prepare various written materials on a timely basis, including draft correspondence, meeting minutes, talking points, strategy updates, reports and other related materials;
- Manage current calendars and appointments
- Keep up to date with current transportation issues

### **Knowledge, Skills, and Abilities:**

- Computer skills utilizing Microsoft Office products, including skill with Word, Excel and PowerPoint required;
- Must be able to plan and look ahead, anticipating timelines and deliverables; to work independently and with supervision
- Ability to work under the pressure of tight deadlines;
- Coordinate teamwork and work as part of a team;
- Excellent written and verbal communication skills;
- Understanding of and commitment to the Organization's mission
- Outgoing, social and friendly personality

### **Benefit/Position Objectives:**

#### **Students will learn/gain:**

- Exposure to many locally owned businesses, non-profit organizations
- Project management experience; including how to meet daily, weekly and long-term deadlines in a unique environment

#### **1. Academic Learning Objectives**

- Integrate knowledge, experience and skills learned in school to a work environment
- Demonstrate effective report and letter writing skills
- Analyze any legal obligations, principles and rules associated with the organization

## 2. Professional Learning Objectives

- Collaborate with teams and staff on projects and create valuable connections with intern peers, workmates and leaders across the organization
- Demonstrate awareness of community and organizational issues

### **Organization Profile:**

Better Environmentally Sound Transportation (BEST) is a non profit charitable organization with a long history promoting sustainable transportation. It was founded in 1991 by a group of dedicated cyclists who came together to open Vancouver's first Do-it-yourself bike store (Our Community Bikes) and coordinated Ride for the Environment events during National Environment Week. In 1994, BEST shifted its mandate and began promoting all forms of sustainable transportation. The organization began organizing the BC Chapter of Commuter Challenge, a national week-long program where participants get a chance to win prizes when they commute sustainably.

BEST has been partnering with Translink providing support in managing and promoting Translink's sustainable transportation initiatives. Translink is the organization's largest stakeholders.

*Vision Statement:* Through sustainable transportation, we build vibrant, inclusive communities.

*Mission Statement:* To activate better transportation options through initiatives, collaboration, and leadership.

### **Our Programs:**

*Living Streets* promotes walking to enrich and experience public space, creating community ties, as a feasible way of transportation, and a catalyst for physical and mental health. It is a program that identifies opportunities for education and public engagement in the pedestrian realm.

*The Bicycle Valet* provides free and safe bicycle parking for events.

*Seniors on the Move* is a seniors-led, systems-charge project that aims to increase transportation options for older adults and others who do not drive, which BEST co-manages with United Way B.C.