



Part Time Programs Assistant

The BC Wildlife Federation (BCWF) is the largest and most influential conservation organization in BC. As a province-wide non-profit charitable association with over 50,000 members and more than 110 Member Clubs, our organization represents the interests of all British Columbians whose aims are to conserve and protect BC's fish, wildlife and habitat for present and future generations.

We are currently searching for a Part Time Programs Assistant to work 24 hrs a week (3 days). The Programs Assistant provides support to the CORE Program Administrator on the CORE program and other various BCWF programs and administration.

Duties and Responsibilities will include:

CORE (Conservation and Outdoor Recreation Education) Program Administration

- Respond to public inquiries for CORE student, graduate and instructor questions by phone and email, assisting the Program Administrator
- Process CORE payments and registrations
- Process and ship CORE Manuals and supplies
- Provide support to the Programs Administrator

General Administration

- Data entry
- Represent BCWF by attending tradeshow and outreach activities, as required
- Process and ship materials and supplies
- Process registration for various programs offered through the BCWF
- Provide general administrative, operational, and backup support, as assigned
- Support other team members and assist with other projects/duties, as assigned
- Cover reception desk when needed

Qualifications:**Work Experience:**

- 1+ years' Microsoft Office & Access experience

Knowledge, Skills and Abilities:

- Strong personal alignment with BCWF's mission, goals, and values, (applicants are strongly encouraged to review our website for further details on these topics).
- Must have excellent written and verbal communication skills, including superior customer service attributes, a professional demeanor, and a positive attitude.
- Must be extremely well organized, analytical, flexible, and detail-oriented, with the ability to manage multiple priorities and meet tight deadlines.
- Must be a self-starter, capable of working well independently as well as within a dynamic, multi-faceted team environment.
- Must be able to keep strict confidentiality and sign an oath of confidentiality.
- Must be capable of lifting objects of up to 40lbs.
- Must be willing to work evenings, weekends, and extended hours, where necessary, to accommodate activities and events of the Federation.

Education:

- Preference for post-secondary education in business administration, non-profit management, or related field

Special Requirements:

- Ability to travel when requested, including having a valid driver's license and access to personal transportation
- Availability to work some evenings or weekends, as required for special events/projects
- Must have or be willing to obtain Conservation Outdoor Recreation Education (CORE) and Possession and Acquisition Licence (PAL) certifications

This is a permanent part time position and our offices are conveniently located close to Hwy 1 and the Golden Ears Bridge.

Rate of pay is \$17.00-\$18.50/hr. based on experience. 24 hours per week, 8-4pm, 3 days a week (flexible). Benefits available upon completion of 3-month probationary period.

Please forward a single word or PDF file combined cover letter.

Please send to: jobs@bcwf.bc.ca. Please put position title in the subject line of your email. Applications will be reviewed upon receipt and will be accepted until **Thursday, Sept 3rd at midnight.**

We kindly ask that applications be sent by email only—no fax or mail applications please—and request that you do not phone. Due to the high number of applications we receive, only applicants who are selected for an interview will be contacted.

We sincerely thank all applicants for their interest in the BC Wildlife Federation.