

# Project Assistant, Wetlands Workforce



## Role Details

<b>Department:</b>	Conservation Stewardship – Wetlands Workforce	<b>Start Date:</b>	As soon as possible
<b>Reports to:</b>	Director of Conservation Stewardship	<b>End Date:</b>	March 31, 2024, with possibility to extend

## About the B.C. Wildlife Federation

The B.C. Wildlife Federation (BCWF) is British Columbia's leading conservation organization. As a province-wide, member-driven charitable organization, with over 43,000 members and more than 100 member clubs, our organization represents the interests of all British Columbians who aim to protect, enhance, and promote the wise use of the environment for the benefit of present and future generations.

## Job Overview – Project Assistant, Wetlands Workforce

Based on the success of the Wetlands Workforce (WW) project, one of the over 60 projects supported by the Healthy Watersheds Initiative in 2021, the BCWF is thrilled to continue the project with support from the Province of BC. The Wetlands Workforce project will improve the health of watersheds while creating economic and skill building opportunities and strengthening relationships with First Nations and Indigenous-led organizations. Learn more about Wetlands Workforce here: <https://wetlandsworkforce.ca/>

We are seeking a self-motivated and organized team player to join our dynamic WW team. Working with WW work-pods and headquarters team, Indigenous communities, project partners and contractors, the Wetlands Workforce Project Assistant will provide administrative and logistical support to the team, and be involved in various phases of project implementation. The Project Assistant will work primarily in a remote work-from-home setting. Occasional work at the BCWF office in Surrey will be required. We are a close-knit team and offer regular networking and training opportunities with peers and industry experts to grow your professional skills.

To support a workforce that reflects the diversity of our community, women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (2SLGBTQIA+), persons with disabilities, and others who may contribute to the diversity of our workforce are encouraged to express their interest and apply.

**Please review all sections of this job posting. Qualified candidates may submit their resume and cover letter as a single PDF document via email quoting “WW Assistant\_FirstName\_LastName” to: [jobs@bcwf.bc.ca](mailto:jobs@bcwf.bc.ca)**

***Applicants must apply by August 1<sup>st</sup> 2022 11:59 p.m. (PST).***

We thank all applicants for their interest and advise that only those selected for an interview will be contacted. For other career opportunities at BCWF, please visit our website - <https://bcwf.bc.ca/current-opportunities/>

## Core Responsibilities

### Key Tasks of this Positions will Include:

- Support WW and other BCWF departments in project implementation primarily from an office-based and clerical role.
- Foster positive learning and growth of the team.
- Liaise with Wetlands Field Coordinator to maintain master project schedule and support logistics as needed.
- Support recruitment, onboarding, and administrative elements of human resources management.
- Support updates to Standard Operating Procedures and safety protocols.
- Work closely with the First Nations Liaison to communicate and engage with communities whose traditional territories overlap with project sites.
- Provide administrative, logistical and procurement support to team members, including but not limiting to accommodation bookings, mailing and shipping of materials, site access arrangements.
- Process confidential matters and materials; maintain effective working relationships with contacts, supply information and assistance.
- Provide exceptional customer service internally and externally.
- Work with minimal supervision and effectively work under pressure at times.
- Prepare, maintain and control a variety of records, files and related data.
- Deal effectively with management, employees and external contacts, in supplying information and assistance.
- Assist with interim and final reporting to funders.
- Organize and maintain structured document filing and geodatabases.

### Other Duties and Responsibilities may Include:

- Coordinate with the BCWF communications team and designated WW staff to share success stories in relevant journals, magazines, newsletters and social media.
- Create maps and graphs, using ArcGIS or QGIS and data collected through Field Maps, Survey123, GPS and other data collection equipment.
- Other duties as directed by WW Headquarters leads.

## Competencies and Skills

### Work Experience:

- Administrative experience working with a multi-faceted team.

### Education:

- Post-secondary education in a relevant field (e.g. Business Administration, Environmental Studies) or equivalent experience.

### Knowledge, Skills and Abilities:

- Exceptional written and verbal communication skills.
- Professional and courteous demeanor and a positive attitude.
- Attention to details with demonstrated organizational skills.
- Strong work ethic and self-starter, able to effectively manage multiple priorities, and adapt to change within a fast-paced environment.

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- Proficiency with Microsoft Office and remote work collaboration programs (e.g. Office Suites, Teams, SharePoint, OneDrive, Adobe Acrobat).
- A commitment to professional ethics with ability to maintain confidentiality and use discretion with sensitive information.

### Additional Assets:

- Experience working and collaborating with First Nations and Indigenous communities.
- Knowledge or interest in conservation, GIS, mapping, data management, and/or project development.
- Creative mindset with experience in science communication and content creation.
- Non-profit experience.

## Position Terms & Compensation

### Position Terms:

This is a full-time contracted position ending on March 31, 2024, with possibility for extension. Work will be primarily indoors with a work-from-home setting or at the BCWF office in Surrey. Occasional site visits may be arranged to foster understanding of the Wetlands Workforce project.

### Compensation:

Wage: \$22-26/hour, to be reviewed based on experience.