

Programs and Administration Assistant

Role Details

Department:	Programs & Administration	Start Date:	April or May, dependent on funding.
Reports to:	Director of Programs & Operations	Contract Term:	16 weeks

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 – Position Title

The B.C. Wildlife Federation's Programs, Operations and Administration team is looking for a driven, energetic, outdoor enthusiast to join our team as a 4-month Programs and Administration Intern. As a BCWF Intern, you will have the unique opportunity to get involved in supporting conservation and stewardship throughout B.C.!

Reporting to the Director, Programs and Operations, the Programs and Administrative Assistant provides support to membership, programs and front desk administration and support. This position does NOT work from home.

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 (LGBTQAI2S+), persons with disabilities, and others who may contribute to the diversity of our workforce are encouraged to express their interest and apply. *This position is funded by the Canada Summer Jobs Program.*

Qualified candidates may submit their resume, cover letter, and formal or informal writing sample (sample 1 page max.) as a single PDF document via email quoting "Programs and Administration Assistant Application to: jobs@bcwf.bc.ca

Applicants must apply by March 12th at 11:59 p.m. (PST).

We thank all applicants for their interest and advise that only those selected for an interview will be contacted. The hiring process for this role will begin in spring.

Core Responsibilities

Membership

Programs and Administration Assistant

- Support membership administration, mailing, data entry and various projects as related to member recruitment and retention

General Administration

- Process registration for various programs offered through the BCWF.
- Ensure participants have all the information they need to attend events.
- Assist with communications and related reporting for various BCWF programs.
- Represent BCWF by attending tradeshow and outreach activities, as required.
- Process and ship merchandise sales.
- Provide general administrative, operational, and backup support, as assigned.
- Support other team members and assist with other projects/duties, as assigned.
- Answers and directs incoming calls.
- Assists customers at the front administration area.
- Assists Membership department as needed with duties.
- Other duties as assigned.

Competencies and Skills

Requirements:

- Must be 15-30 years of age (*Due to funding requirements*)
- Must be a Canadian citizen, permanent resident, or person whom refugee protection has been conferred under the Immigration and Refugee Act; and have a valid Social Insurance Number at the start of employment, and be eligible to work in B.C.
- Ability to travel locally when requested, including having a valid driver's license and access to personal transportation.
- Minimum 2 years office and administration experience
- Experience implementing technology to meet growing demand of streamlining administration and communicating to clients.
- Availability to work some evenings or weekends, as required for special events/projects.

Education:

- Preference for those pursuing, or have obtained, a diploma or degree in a relevant field (e.g. Public Administration, Business Administration, Non-Profit Management, etc.)

Knowledge, Skills and Abilities:

- Demonstrated organizational skills to effectively prioritize workload and meet deadlines.
- Good communication skills are essential.
- Effective interpersonal and organizational skills and the ability to maintain effective working relationships.
- Ability to keyboard at 50 WPM.
- Ability to handle confidential information with tact and discretion.
- Ability to problem-solve and develop solutions.
- Demonstrated ability to work effectively, both independently and as part of a team.
- Must be intermediate to advanced user of Microsoft Office Suite.

Programs and Administration Assistant

- Excellent customer service skills.

Position Terms & Compensation

Position Terms:

This full-time (40 hours/week), temporary position is based at the B.C. Wildlife Federation office in Surrey, B.C. (101-9706 188th Street). This position is in office, Mon to Fri, 8:00-4:00pm. The BCWF is conveniently located in Port Kells, Surrey, BC, near the Golden Ears Bridge.

This position does NOT work from home.

Compensation:

\$18/hour at 40 hours/week (note: some weeks may require more time than others – weekend work is occasionally required).