

PT Programs Assistant

Role Details

Department:	Programs	Date:	October 2023
Reports to:	Programs Assistant	Supersedes:	All previous versions

Job Purpose

The Programs Assistant provides support to the CORE Program Coordinator on the CORE program, Learn to Hunt Academy, Women's Programs and other various BCWF programs as required.

Core Responsibilities

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 tradeshows 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.

Competencies and Skills

Work Experience:

- 1+ years' Microsoft Office & Access experience
- Experience with a CRM (Customer Service Resource Management) system an asset

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 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 License (PAL) certifications.

To apply, send your resume to jobs@bcwf.bc.ca with "PT Programs Assistant" in the subject line.