



## About the B.C. Wildlife Federation

For nearly 75 years, the B.C. Wildlife Federation (BCWF) has been at the forefront of wildlife conservation, habitat restoration, and outdoor education in British Columbia. Our mission is to protect, enhance, and promote the wise use of the environment to benefit present and future generations.

Our origins date back to the 1890s when volunteer conservationists established fish and game protective associations that formed the basis of some of our current member clubs. The BCWF membership is made up of 43,000 outdoor enthusiasts from ten regions of the province, who hunt, fish, camp, hike, and spend time outside with their families. There are one hundred BCWF-affiliated fish and game protective associations and rod and gun clubs, making up about 80 percent of the total membership. With this role, 2 volunteers will prepare mail packages for our memberships across the province and assist with front desk tasks.

## Event Details

As a **Volunteer HR Project Assistant**, you will play a key role in gathering and organizing research on employee benefits and reward programs offered by private and non-profit organizations across Canada. This remote-friendly position is ideal for individuals interested in human resources, organizational development, research, or related fields.

Date: Flexible, Approximately two weeks

Time: Flexible, Approximately 5-10 hours per week)

Location: Remote

## Key Responsibilities

- Conduct online research to gather data on benefits and employee rewards offered by **private and non-profit organizations** in Canada
  - Identify and document program details such as:
  - Health and dental benefits
  - Retirement savings plans / pension offerings
  - Wellness and mental health initiatives
  - Flexible work arrangements
  - Recognition and reward programs
  - Other unique perks or incentives
- Compile information in an organized and consistent format (e.g., spreadsheets, reports)
- Source credible and up-to-date information from company websites, job postings, HR reports, and relevant external resources
- Collaborate with the HR Project Lead to refine research categories and improve data collection methods.
- Provide weekly progress updates and flag any challenges or trends observed

## Requirements

- Be a minimum of 16 years old

- Are passionate about human resources, workplace culture, and employee experience
- Have strong research and analytical skills
- Are comfortable working independently in a remote work environment
- Have excellent written communication and attention to detail
- Are organized and able to manage your time effectively
- Bonus experience (not required):
  - Previous HR or recruitment experience
  - Experience with data organization tools (Google Sheets, Excel)

## Time Commitment

Flexible / Project-based (Approximately 5-10 hours per week)  
Duration approximately two weeks.

Upon registering, you will receive further information and instructions about your shift by email.

## Volunteer Benefits

- Training on BCWF Memberships and BCWF Programs
- Real-world experience in HR research and analysis
- Insight into benefits and reward trends across sectors in Canada
- Opportunity to contribute to meaningful HR initiatives and support informed decision-making
- A reference or letter of appreciation upon successful completion

To register for this volunteer opportunity, please contact us at [volunteer@bcwf.bc.ca](mailto:volunteer@bcwf.bc.ca)