

## Wells Gray Community Forest Corporation

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www.wgcfc.ca

The Wells Gray Community Forest Corporation operates a Community Forest Agreement license adjacent to the town of Clearwater, BC. We manage this small tenure consistent with sound principles of forest stewardship that reflects a broad spectrum of values and promotes community involvement and participation. The Community Forest is a public asset that generates significant funds which supports may community groups, projects and local contractors. https://wgcfc.ca/

We are looking to expand our team with the following position:

## **Administrative Assistant**

Duties:		Reporting to:
•	Coordinate monthly board meetings – location, tech, etc.	Secretary
٠	Prepare meeting agenda and agenda packages	President
٠	Attend board meeting and prepare meeting minutes	Secretary
•	Bridging communication and information needs between WGCF Corporation and WGCF Society	Secretary
٠	Create on-boarding packages for incoming board members	Secretary
٠	Populate and manage a digital file sharing system for directors	Secretary
٠	Receive corporation correspondence	Secretary
٠	Maintain up to date corporate register	Secretary
٠	Annual review of policies to ensure compliance and flag deficiencies	President
•	Quarterly mail-out newsletter	GM
•	Website updates & maintenance	GM
•	Social media updates	GM
•	Write Standard Operating Procedures for management team	GM

•	Prepare contract docs & ensure SAFE certification, Worksafe clearance, etc	GM
•	Coordinate Forestry Week activities	GM
•	Outreach to public, school and community groups	GM
•	Assist in interpretive signage program at Candle Creek	GM
•	Data entry and reporting	GM
•	Assist in creation of a roads database	GM
•	Assist in compilation of Annual Report	GM

## <u>Skills:</u>

- Excellent written and oral communication skills
- Computer skills including working with websites, social media, excel and data entry programs
- Time management skills
- Independent worker
- Self-motivated

## **Requirements and Opportunities:**

- Independent contractor arrangement preferred; direct employee arrangement possible if candidate does not meet requirements for independent status
- There will be training and capacity building opportunities as part of this position
- Wage is dependant on experience and education
- Part-time, 10-12 hours a week to begin, potential for increased hours as required
- Position is open until filled, first review of applications on Feb 21, 2024

Please send resume and cover letter to <u>directors@wgcfc.ca</u> with the subject line **Admin** Assistant