



- 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

**Skills:**

- 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 [directors@wgcfc.ca](mailto:directors@wgcfc.ca) with the subject line **Admin Assistant**