



## FEDERATION OF BRITISH COLUMBIA WOODLOT ASSOCIATIONS

### **Job Posting:**

#### **Admin & Communications Coordinator, Federation of BC Woodlot Associations**

- Contract position, term to be negotiated
- Part Time (approx. 60-80 hours/month)
- Compensation will be negotiated based on skills and experience

#### **Forests in Good Hands**

The Federation of British Columbia Woodlot Associations is seeking an Admin & Communications Coordinator (remote, work from home position) to join the team.

#### **About the Position**

Reporting to the General Manager, and working as part of a Communications Committee, this role provides administrative support to the Federation as well as managing external communications to members and the public about the activities of the Federation.

Duties and responsibilities include:

#### *Administrative Support*

- General administrative support services for the Federation
- Record maintenance
- Receive and respond to correspondence and inquiries
- Meetings & Conference Calls
  - Assist with arrangements for meetings, conference calls and video conferencing
  - Send out notices, background information and agenda
  - Record and distribute minutes
  - Collect and record all motions and resolutions
- Assist with preparation of work plans and budgets
- Support training, extension and education efforts
- Provide advice or recommendations for compliance with the Societies Act and bylaws
- Assist with policy development and updates

#### *Communications*

- Communicate with members as required
- Create content to promote the activities of the Federation through various forms of media
- Support Federation's contractors with the communications aspects of their work
- Advise Communications Committee on promotional and communications strategies
- Action directives from the Communications Committee

- Prepare and manage annual Communications Work Plan. Propose amendments and/or revisions as required.
- Award contracts and provide oversight to communication sub-contractors
- Manage the Communications budget in accordance with the Federation's policies and procedures
- Support the FBCWA Board of Directors' efforts to raise the Federation profile by making recommendations, e.g. with promotional campaigns
- Monitor and report on other organizations' communication efforts and collaborate when appropriate
- Assist Woodlot Associations in their communications efforts by providing guidance to promote their Association, Woodlot Licences and the Woodlot License program
- Obtain and maintain a supply of communication and promotional materials
- Assist the Treasurer to award FBCWA scholarships as and when required

*Reporting:*

- Collecting and organizing monthly, quarterly and reports from contractors and committees
- Submission of Annual Report
- Preparing monthly, quarterly and annual communications report

*Miscellaneous*

- Silent auction – Arranges auction, requests associations donate, set up and conduct auction at AGM

*Other duties may also be requested by the Federation.*

The Admin & Communications Coordinator is an independent contractor who reports to the FBCWA General Manager. This is a remote position; the successful candidate may reside and work from anywhere in BC. Hours are mostly flexible, with some required hours e.g. at scheduled meetings. Some travel may be required occasionally e.g. for meetings, for which travel expenses would be paid.

**About the FBCWA - Forests in Good Hands ([www.woodlot.bc.ca](http://www.woodlot.bc.ca))**

The FBCWA is a non-profit society, whose members are Woodlot Associations that represents the interests of the 845 woodlot licence holders throughout the province of BC. The Federation seeks fair and reasonable forest policy that allows all woodlot licensees and owners to practice exemplary forest management and natural resource stewardship in a socially, economically, and environmentally responsible manner.

**About the Ideal Candidate**

We are looking for an individual who can demonstrate:

- Skill using MS Office and email, especially Word and Excel
- Knowledge of and ability to understand basic financial reports (e.g. balance sheets)
- Knowledge and experience of social media, along with an interest in staying current on best communication practices
- Excellent written and verbal communication skills
- Tact, diplomacy and respect
- A high level of organizational skills
- An ability to work with minimal supervision
- Innovative thinking and resourcefulness
- 5 years experience in an administrative and/or communications role is preferred

## **How to Apply**

Please submit the following to [liz@humannaturedevelopment.com](mailto:liz@humannaturedevelopment.com), no later than **February 28<sup>th</sup>, 2023**:

- Resume
- Cover Letter highlighting what attracts you to this role and how your skills and experience are relevant.
- References