

WSSBC recruiting an **Executive Assistant**

WSSBC Paid Position Package - April 2018

The Wild Sheep Society of BC (WSSBC) is a registered non-profit wildlife conservation organization and our Mission is "To promote and enhance wild sheep and wild sheep habitat throughout British Columbia."

The WSSBC was formed in 1998 by a group of dedicated sportsmen and women that recognized the challenges wild sheep face, and decided to take action. Since then, the Society has grown to hundreds of members provincially and internationally whose crucial funds and volunteer time are funnelled into projects around BC with the goal of "Putting More Sheep On The Mountains". Through our collective efforts, the WSSBC funds wild sheep science and research projects, habitat enhancement and protection initiatives, and transplants of sheep into unoccupied or historically occupied areas. During our annual Fundraiser and Convention, we engage our membership and the public with updates on the status of our wild sheep populations throughout the province, the latest on our projects and research, awareness of wild sheep health and disease issues, and other educational events related to wild sheep and sheep hunting.

The WSSBC is looking to hire a part time to full time staff member. We believe this position will help us with the next step as a fundraising and volunteer organization. Our goal is to double our membership and our gross revenue in the next 5 years to further our conservation cause. We also hope to improve our accountability and communication to our membership.

Skills and Qualifications

- Minimum of Grade 12 education
- Must be 19 yrs or older
- Post-secondary education would be an asset
- Passion for wildlife and conservation
- Self starter
- Background in non-profit/volunteer organizations, communications, managing merchandise and fundraising events and programs.
- Excellent team player, able to take direction from the WSSBC Executive.
- Highly organized.
- Familiar and comfortable with all Microsoft Office products.
- Computer and tech savvy, able to work on website formatting. Word Press experience is an asset.
- Demonstrate a willingness to be flexible and versatile in the workplace.
- Experience with Membership works platforms an asset.
- Strong interpersonal and networking skills

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Responsibilities

- Directly responsible for membership management tool (Membership works) and all aspects of managing online and call in memberships issued. Assist Directors in planning recruitment and fundraising events
- Manage all aspects of merchandise including ordering from suppliers, inventory, distribution, billing, and shipping.
- Fundraising – Assist in supporting fundraising programs.
- Event planning – Assisting in all facets of fundraising events including pub nights, trade shows, membership recruitment opportunities
- Communications – Assisting with quarterly magazine formatting, website updates, soliciting content for monthly eblast
- Office administration – Overseeing day-to-day operations of the office, communications in and out, collaborate with the Secretary and Bookkeeper on record keeping. Manage telephone and email inquiries and direct requests to specific departments.
- Coordinate volunteer activities for fundraisers, sheep counts, pub nights and any other WSSBC sanctioned event
- Reporting to WSSBC Executive
- Support all Board of Directors meetings (monthly, AGM and face to face meeting)

*This position is flexible, depending on the qualifications and abilities of the applicant

Compensation & Terms

- Contract position
- Negotiable depending on time commitment qualifications and responsibilities
- Probation period of 6 months followed by review
- Travel expenses paid and mileage
- Wage will be hourly commensurate with experience

Working Conditions

- Work from home, but the mission of the organization may sometimes take them to non-standard workplaces. Main office is in Abbotsford. Various events are located throughout the province of BC
- Hours are flexible. Position will initially be part time however can lead to a full time contract.

Wild Sheep Society of BC Paid Position Application

Application Open April 10th – May 1st, 2018

Full Name: _____

Date of Birth: _____

Address: _____

Phone: _____

Email: _____

Attach:

1. Cover letter describing yourself and your qualifications, what you currently know about the WSSBC, how the WSSBC would benefit from hiring you, and opportunities you see for the WSSBC moving forward.
2. Resume including education, skills, past work experience, volunteer experience,

Have you had any violations under the *Wildlife Act* in the past 5 years? If so, please describe:

Please provide 2 work related references:

Name	Company	Contact Number
_____	_____	_____
_____	_____	_____

Submit to:

Wild Sheep Society of BC, #101 – 30799 Simpson Road, Abbotsford, BC, V2T 6X4
kstelter@wildsheepsociety.com