

Title:

Executive Assistant

Reports to:

Wild Sheep Society Board of Directors- President or agreed designate

Position Summary:

As WSSBCs Executive Assistant you will be acting as WSSBC's liaison and first point of contact for our members and public inquiries and will be required to interact with them in a professional and timely manner. You will provide administrative support to the board of directors for projects, fundraising, membership, merchandise and any other associated activities.

Roles and Responsibilities

Office Administration

- Accept, review and filter incoming member calls and email inquiries.
- Direct requests to appropriate contacts.
- Communicate with president, bookkeeper and secretary on a regular basis.
- Provide quarterly magazine support, website updates, constant contact member updates and monthly eblast newsletter support.
- Report to WSSBC executive. Support all Board of Directors meetings (monthly, AGM, face to face).
- Filing and organizing paper and electronic documents such as emails, reports and other administrative records. ie project reports, funding requests, support letters.

Projects

- Project tracking. Manage, track and report project invoicing, approved funding requests, external funds, and spent funding.
- Coordinate with bookkeeper on financials and project budgets.
- Grant and proposal writing. Writing or supporting others with government and non government grants and funding sources in support of projects.
- Work with projects lead to schedule and attend project meetings.
- Provide written documentation, reports, presentations and conclusions for proposed and completed projects.

Membership

- Manage membership works program and autopayment system.
- New Life and Monarch member emails and assign member numbers and update applicable documents and member profiles.
- Send “paid in full” emails for monthly payment members and update profiles accordingly.
- Update constant contact with new members monthly.
- Manage online and call in membership issues.
- Assist directors with documentation for recruitment and fundraising events.
- Email expired members, upgrade potentials.
- Manage monarch level inventory, customization and shipping.
- Organize and order Life Member plaques for annual convention.

Merchandise

- Order, organize and manage inventory online for webstore and events.
- Sort, package and ship webstore orders.
- Manage pricing and marketing opportunities.
- Track giveaways and event merchandise.
- Coordinate and support custom merchandise opportunities.
- Order shipping materials and associated supplies.

Fundraising and event planning

- Support fundraising chairs.
- Southern convention event planner. Will assist in all facets of the annual fundraiser.
- Registration requirements for events (prepare and print name badges, order and add membership level ribbons, organize tables or seating arrangements, organize badge boxes, management of supplies related to registration and name badges for events).
- Setting up events on website. Organizing and managing registration set up online.
- Help organize, review and schedule volunteers.
- Work directly with event facility coordinators.
- Online fundraising support.
- Initiating and developing fundraising programs inside and outside WSSBC Annual Fundraiser.
- Initiate or develop new marketing or fundraising opportunities.

Compensation

- Negotiable depending on time commitment qualifications and responsibilities.
- Probation period of 6 months followed by review.

- Contract position.
- 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. Ideally the position would be best served with the person living in the Lower Mainland area, but is not a requirement.
- Travel maybe required to various events located throughout BC.
- Travel will be required to the two main fundraising events.
- Work a standard work week, but additionally will occasionally work evening, weekends, or extended hours to accommodate activities such as Board meetings and representing the organization at public events.