

# Wild Sheep Society of BC - Job Opportunity

July 20, 2020

## Executive Assistant

*Wild Sheep Society of British Columbia*

Effective date: September 21, 2020

### About US

The Wild Sheep Society of BC (WSSBC) is a registered non-profit wildlife conservation organization. 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 act. They believed it was their responsibility to protect the species they had come to admire. Since then, the Society has grown to hundreds of members 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.

### About the Job

The WSSBC is seeking an Executive Assistant that will report directly to their executive. The individual is the first point of contact for WSSBC making professionalism and strong communication skills essential. Responsibilities include:

- Fundraising & Event Planning
- Marketing – assist with campaigns including membership
- Grant writing – assist with preparing documentation to fund our projects
- Membership management
- Communications – will receive incoming calls and emails to the Society
- Office administration
- Support Board of Directors

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## Skills and Qualifications

- Minimum of Grade 12 education
- Must be 19 years or older
- Valid driver's licence
- Post-secondary education would be an asset
- Passion for wildlife and conservation
- Highly motivated, self starter
- Background in non-profit/volunteer organizations, fundraising is an asset.
- Excellent team player, able to take direction from the WSSBC Executive.
- Strong organizational skills.
- Familiar with Microsoft Office products.
- Experience in WordPress and Membership Works is an asset.
- Demonstrate a willingness to be flexible and versatile in the workplace.

## Compensation

- Negotiable depending on time commitment, qualifications and responsibilities
- Probation period of 6 months followed by review
- Contract position, however this is a permanent position
- Travel expenses paid

## Working Conditions

- Full time.
- Work from home, but our mission may sometimes take you to non-standard workplaces. Our office is located in Abbotsford so residence in the Lower Mainland area is preferred.
- Work a standard work week, but will be required occasionally on evenings, weekends, or extended hours.

## Application Process

Interested parties should complete the application form included below and email it along with a recent resume to [kstelter@wildsheepsociety.com](mailto:kstelter@wildsheepsociety.com).

Application deadline Friday, August 21<sup>st</sup>, 2020

Interviews: August 24<sup>th</sup> – August 28<sup>th</sup>

Start Date: September 21<sup>st</sup>, 2020

# Wild Sheep Society of BC - Job Opportunity

## Wild Sheep Society of BC Executive Assistant Application

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 via email to [kstelter@wildsheepsociety.com](mailto:kstelter@wildsheepsociety.com)

Wild Sheep Society of BC, #101 – 30799 Simpson Road, Abbotsford, BC, V2T 6X4