



Wild Sheep Society of British Columbia

Job Opportunity

June 15th, 2023

Administrative Assistant (Part time)

Wild Sheep Society of British Columbia

Effective date: August 1, 2023

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 fourteen hundred members whose crucial funds and volunteer time are funnelled into projects around BC.

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

- Fundraising & Event Planning assistance
- Marketing – assist with campaigns including membership
- Raffle program administration– assist with preparing gaming documents
- Membership database management
- Communications – receive incoming calls and emails to the Society
- Office administration
- Website maintenance



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The WSSBC is seeking an Administrative Assistant that will report directly to the Chief Executive Officer. The individual is the first point of contact for WSSBC making professionalism and strong communication skills essential.

Job Opportunity 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.
- 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 experience, qualifications and responsibilities.
- Part-time contract, permanent position
- Travel expenses paid

Working Conditions

- Part-time. 10 – 20 hours per week. Increased hours during peak fundraising season
- Work from home, but our mission may take you to non-standard workplaces.
- At times, work will be required 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.

Application deadline: July 5th, 2023

Interviews: July 10-14, 2023



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Expected start Date: August 1st, 2023

Wild Sheep Society of BC - Job Opportunity

Wild Sheep Society of BC Administrative Assistant Application

Full Name: _____

Date of Birth: _____

Address: _____

Phone: _____

Email: _____

Attach: Resume including education, skills, past work experience, volunteer experience

Have you had any violations under the *Wildlife Act* in the past 5 years? _____ YES _____ NO

If so, please describe: _____

Please provide 2 work related references:

Name: _____

Company: _____

Contact Number: _____

Name: _____

Company: _____

Contact Number: _____

Submit via email to kstelter@wildsheepsociety.com