



WILD SHEEP SOCIETY

OF BRITISH COLUMBIA

Title:

Executive Assistant

Reports to:

Wild Sheep Society of BC Chief Executive Officer or President

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 CEO, Board of Directors, volunteers and supporting contractors on a regular basis.
- Provide quarterly magazine support, website updates, constant contact member updates and monthly eblast newsletter support.
- Report to WSSBC CEO. Where required, support Board of Directors meetings.
- Filing and organizing paper and electronic documents such as emails, reports and other administrative records. For example, project reports, funding requests, support letters.

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.

Fundraising and event planning

- Support fundraising chairs.
- Assist in all facets of our Salute to Conservation and Northern Fundraisers.
- 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.
- This is a full-time contract position. Rate \$25 – 35 per hour depending on experience.

