



Executive Director - Speikúmtn Community Forest

Part-time contract position –

Reports to the Speikúmtn Community Forest Corporation (SCF) Board of Directors.

Definition:

As directed by the Board, the Executive Director provides administrative support to the Board and forest contractor, carries out tasks related to the administration, coordination and public outreach for SCF projects, and works with the Board and forest contractor to develop and implement strategies and policies that support SCF foundational statements and objectives.

Responsibilities:

A. Administration:

1. Coordinate and review accounting and bookkeeping with accountant under direction of the treasurer.
2. Receive invoices and prepare cheques.
3. Deposit cheques in bank accounts.
4. Ensure directors' and liability insurance policies are adequate and up to date.
5. Monitor budget expenditures and report to Board.
6. Organize public open houses: arrange advertisements, prepare materials, set up and tear down, attend, and other related duties.
7. Maintain website registrar and host accounts in good standing.
8. Post information on SCF website and ensure that the website is current.
9. Maintain SCF records.
10. Perform other reasonable duties as assigned by the Board and forest manager.

B. Provide Board and Committee Support:

1. With the Chair, prepare meeting agendas and supporting materials for distribution.
2. Ensure the timely distribution of materials to the Board and committees.
3. Support the Board with meeting arrangements and other administrative tasks.
4. Record and draft minutes of meetings for review by the Chair.
5. Ensure that the Chair and the Board are provided with relevant and timely information regarding substantial issues that may impact the public image of the organization or that is important to the Board's ability to fulfill its governing responsibilities.

C. Corporate Records:

1. Maintain corporate record books and ensure records are current.
2. Prepare documentation for annual reports and annual general meetings.
3. Submit appropriate filings at the BC Corporate Registry.
4. Update corporate resolutions and corporate documentation.



5. Ensure that director registry is current.

D. Project Delivery:

1. Deliver projects by gathering resources, conducting research, developing relationships with key participants, managing consultants, writing reports, and completing other project coordination tasks as directed.

E. Support the Board and the forest contractor in:

1. Developing the strategies and initiatives to fulfill the organization's mission and achieve the vision and strategic goals.
2. Developing and implementing the strategies and operational plans necessary to achieve the vision and strategic goals.
3. Developing and implementing operational policies and practices necessary for the effective and efficient operation of the organization.
4. Developing annual budgets that reflect the strategic and operational plans, requirements, and obligations, and submitting these to the Board for approval.
5. Developing and keeping current a long-term financial plan that addresses operational and capital requirements, organizational growth, diversity of resource generation, potential risks, revenue surplus, and reserve or contingency funds, and sets out the assumptions on which the plan is built.
6. Establishing financial management and administrative systems that meet the standards of the auditor, the Ministry of Forests, Lands and Natural Resource Operations and other administrative, management, professional, or accrediting bodies.
7. Identifying the principal risks that could be faced by the organization and ensure the implementation of systems to manage these risks.

F. Knowledge, Skills and Abilities on the Job:

1. Ability to take initiative on projects and on issues as they arise.
2. Strong letter writing skills, including proficiency in business English.
3. Ability to accurately and concisely record, compose, transcribe and edit meeting minutes.
4. Ability to interpret rules, regulations and policies and to make decisions based upon them.
5. Ability to deal tactfully and effectively with persons representing professional, public and community groups.
6. Ability to establish and maintain effective working relationships.
7. Ability to maintain a high level of confidentiality.
8. High attention to detail and good organizational skills.
9. Ability to cope under pressure and to work to deadlines.
10. Experience with office processes and desktop applications including MS Office and intermediate level skills in Excel.



11. Familiarity with a broad range of administrative practices.
12. Knowledge of records management and privacy practices, procedures and legislation.
13. Available to attend evening meetings as required

Required Training and Experience:

- Post-secondary education in business or public administration, forestry, communications, or a related field.
- Minimum three (3) years administrative assistant experience or an equivalent combination of education and experience.
- Demonstrated ability with Microsoft Outlook, Word, Excel, PowerPoint and electronic meeting platforms.
- Background in forestry or forest management an asset.

How to apply:

Please submit a resume and cover letter outlining your experience related to this position and your salary expectations by email to sfraser@pemberton.ca