



## **Administrator - Spełkúmtñ Community Forest**

**Part-Time, Contract Position**

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

### **Overview:**

The Spełkúmtñ Community Forest (SCF) encompasses 17,727 hectares of land around the Village of Pemberton and Mount Currie communities and is designed to promote reconciliation, increase community benefits from local resources and local voice in the management of the surrounding forest.

The mission of the SCF is to operate a safe, profitable and sustainable community forest and is currently governed by a Board with representation from both Lilwat National and the Village of Pemberton.

### **Definition:**

The Administrator provides support to the Board and forest contractor, carrying out tasks related to the administration, coordination and public outreach for SCF projects, including the development and implementation of strategies and policies that support the SCF mission.

### **Responsibilities:**

- With the Chair, prepare meeting agendas and supporting materials for timely distribution.
- Coordinate Board meetings and other administrative tasks.
- Record and draft minutes of meetings for review by the Chair.
- 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.
- Coordinate and review accounting and bookkeeping
- Receive invoices and prepare cheques.
- Deposit cheques in bank accounts.
- Ensure directors' and liability insurance policies are adequate and up to date.
- Develop and monitor annual budgets and maintain financial plans.
- Establish financial management and administrative systems.
- Organize public open houses: arrange advertisements, prepare materials, set up and tear down, attend, and other related duties.
- Develop and maintain the SCF website and host accounts in good standing.
- Post information on SCF website and ensure that the website is current.
- Maintain SCF records.
- Maintain corporate record books and ensure records are current.
- Prepare documentation for annual reports and annual general meetings.



- Submit appropriate filings at the BC Corporate Registry
- Update corporate resolutions and corporate documentation.
- Ensure that director registry is current.
- Develop strategies and initiatives to fulfill the organization's mission, vision and strategic goals.
- Develop and implement operational policies and practices.
- Identify risks that could be faced by the organization and implement solutions to manage them.
- Perform other reasonable duties as assigned by the Board and forest manager.

**Knowledge, Skills and Abilities on the Job:**

- Ability to take initiative on projects and strong problem-solving skills.
- Strong letter writing skills, including proficiency in business English.
- Ability to interpret rules, regulations, and policies.
- Ability to deal tactfully and effectively with individuals representing professional, public and community groups.
- Ability to maintain a high level of confidentiality.
- High attention to detail and good organizational skills.
- Ability to cope under pressure and to work to deadlines.
- Experience with office processes and desktop applications including MS Office and intermediate level skills in Excel.
- Knowledge of records management and privacy practices, procedures, and legislation.
- Available to attend evening meetings as required

**Desired 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.
- Background in forestry or forest management.

**How to apply:**

Please submit a resume and cover letter outlining your experience related to this position by email to [recruiting@pemberton.ca](mailto:recruiting@pemberton.ca)