



## **Employment Posting**

### **BCSFA Office Coordinator**

#### **About Us**

Headquartered in Campbell River, BC, the BC Salmon Farmers Association represents 59 organizations operating at world-class standards for farming environmentally sustainable salmon and other finfish. BC farmed raised salmon is our province's highest valued seafood product, sustaining over 5000 jobs and generating over \$1.2 billion worth of economic activity. Visit <http://bcsalmonfarmers.ca/> for more information.

#### **The Job**

The BCSFA is looking for a full-time dynamic Office Coordinator to provide administrative support to a small team. As Office Coordinator, you will be an active team member and engaged in our daily operations supporting the Association and our members and partners. The successful candidate must be extremely self-motivated, organized, and passionate about adding value to the Association, team, and sector as a whole. This position will be located in our Campbell River office, with competitive salary and extended health benefits.

#### **Roles and Tasks**

- Provide support to the Executive Director and Communications Manager when needed.
- Arrange and attend meetings, prepare correspondence, materials and agendas, meeting minutes, action logs and ensure timely follow up.
- Assist with internal and external Communication & Correspondence (document drafting, proofing, editing). Produce reports as required.
- Maintain organisational systems and proactively schedule and support the work of the Board of Directors, Committees and Working Groups.
- Ensure all requirements of the bylaws and process for organization and Annual General Membership meetings are met in a timely manner.
- Identify and respond to all requests that can be dealt with independently and confidentially
- Responsible for the management of BCSFA memberships and work with Communications manager on internal communications and updates to members.
- Develop and maintain knowledge of strategic partnerships, funders, community organizations, institutions, and the community at large.
- Main point of contact working with and selecting accounts and vendors for services and equipment on as needed basis.
- Main point of contact for annual renewal of Commercial Liability Insurance, reporting to Office of the Registrar General, Lobby Registries, ATIP etc. Responsible for providing updates to staff and board of directors on related issues.

- ❑ Ensure related travel and hotel accommodations for staff and meeting/workshop attendees are arranged as required.
- ❑ Assist with hiring, orientating, and training of staff when applicable.
- ❑ Communicate with community representatives and service agencies, on behalf of the Executive Director, who may be participating in committees, task forces and Board of Directors of community and network organizations.
- ❑ Monitor, manage and maintain office equipment and supplies; request repair or restocking when necessary.
- ❑ Monitor and manage budget items and communicate directly with accountant on managing accounts.
- ❑ Assistance and participation in community events.

### **Key Competencies**

- ❑ Knowledge of office administration responsibilities, systems and procedures and proven experience in roles such as Office manager, Front Office Manager or Administrative Assistant.
- ❑ Good understanding of processes, policies and procedures required for supporting a non-profit organization.
- ❑ Strong skills in communication (verbal, written and listening).
- ❑ Able to maintain professional discretion and corporate confidentiality.
- ❑ Very proficient computer skills and working with various computer programs/applications including MS Office - (Microsoft Outlook, Word, Excel, Teams, and Power Point).
- ❑ Accurate/thorough data entry and typing skills, ability to provide thorough meeting minutes and summaries/action items, Experience with budgeting, bookkeeping, receipt, and payment tracking.
- ❑ Excellent time management and organisational skills with strong attention to detail in a fast-paced environment.
- ❑ Ability to work well under pressure, prioritize work and multi-task without supervision, as well as collaboratively in a positive team environment.
- ❑ A creative mind with an ability to take initiative, suggest improvements and make decisions within job scope.
- ❑ High School degree: or equivalent, higher education preferred.
- ❑ Basic understanding of the aquaculture industry an asset.
- ❑ Must be eligible to work in Canada.

### **How to Apply**

To apply, email [info@BCsalmonfarmers.ca](mailto:info@BCsalmonfarmers.ca) with subject head "Office Coordinator application", a resume and cover letter. This posting will remain open until position is filled.