



Grasslands Conservation Council of British Columbia

Administration and Communications Coordinator (.50 FTE – 12 month renewable contract) – Location: Flexible

The Grasslands Conservation Council of British Columbia (GCC) was founded in 1999 by various groups and individuals concerned with threats to the grasslands of British Columbia. GCC is dedicated to the conservation and stewardship of these imperiled grasslands throughout the Province.

Working to build a better understanding of grasslands, and to provide methods and tools to better care for them, we pursue a vision of healthy and life-sustaining grasslands in British Columbia for current and future generations.

Purpose and General Description:

GCC is looking for a qualified contractor to provide administrative and communication support services. The primary role of this position is to provide “behind-the-scenes” administrative support. The secondary role is to provide leadership in facilitating select GCC communication activities.

Reporting Relationships

The Administration and Communications Coordinator reports directly to the GCC Managing Director and will work closely with other GCC contractors, partners and supporters.

Duties and Responsibilities:

- Develop and distribute bi-monthly GCC eNews.
- Maintain GCC Website.
- Maintain GCC contact and membership databases.
- Coordinate the writing of GCC publications, documents, proposals, and reports. Review drafts and assist with editing of documents to ensure a high quality written product.
- Coordinate fundraising tracking and reporting.
- Coordinate GCC’s Webinar Series.
- Take and distribute meeting minutes as required for Board and Committee meetings.
- Coordinate all aspects of event planning and management including special events and GCC committee meetings.

Basic Qualifications:

- Highly organized.
- Ability and willingness to travel occasionally.
- Ability to set objectives and manage performance.
- Ability to organize time, manage diverse activities and meet deadlines.
- Strong interpersonal skills.
- Strong administrative skills.
- Experience using MS office, Word, Excel and Power Point, including database management skills.
- Experience using advanced computer functions including navigating the Internet. Experience manipulating, analyzing and/or interpreting data.
- Ability to work as part of a team and lead that team when required.
- Exceptional writing skills.
- Ability to diagnose, analyze and solve problems.
- An interest in grasslands and a knowledge and understanding of GCC and our goals and objectives.

Preferred Qualifications:

- Technological savvy.
- Conservation or environmental management experience.
- Demonstrated experience with website (Wordpress) management.
- Demonstrated experience with eNews (Constant Contact) management.
- Creative writing skills.
- Event planning and management experience.
- Experience in a non-profit organization would be an asset.

To Apply:

If you are interested in joining our team, please forward your resume and cover letter, indicating “Administration and Communications Coordinator Application” in the subject line to the Grasslands Conservation Council via email at: dave@bcgrasslands.org

The position is open until filled.

We thank everyone who applies for their interest in the Grasslands Conservation Council of British Columbia; however only candidates selected for an interview will be contacted.