



Woodlots BC
Forests in Good Hands

Job Opportunity: Administrative Assistant (Part-Time & Remote)

Woodlots BC is seeking a highly organized, detail-oriented **Administrative Assistant** for a flexible, **part-time, remote position, contract position**. This role is perfect for a self-starter who excels at digital file management, contract administration, and providing high-level support to a diverse team from the comfort of their own home office.

The Role

As the Administrative Assistant, you will provide essential support to our Executive Director (ED), and Board of Directors. You will be responsible for the digital "engine room" of the organization, ensuring our records are impeccable and our communications are seamless.

Key Responsibilities

1. Communication & Meeting Coordination

- **Email Management:** Efficiently review, respond to, and redirect email correspondence.
- **Meeting Logistics:** Organize and set up meetings as advised, ensuring the organization's Zoom subscription remains current.
- **Board Support:** Assist the Board of Directors by organizing meeting schedules, setting up Zoom sessions, sending report reminders, and preparing consent agendas.
- **Minutes & Documentation:** Take detailed minutes for Board meetings, share them with the ED and President for review, and distribute drafts as advised.
- **Venue & Event Planning:** Book venues for meetings and conferences, securing group rates for rooms and food while meticulously addressing dietary concerns.

2. Contract & Compliance Administration

- **Operational Contracts:** Work with the ED to draft contracts and manage the signature process.

- **Funding Contracts:** Coordinate with the Funding Coordinator, Regional Reps, and ED to create and finalize funding contracts.
- **Compliance Verification:** Gather and file essential documentation, including WorkSafe BC Clearance Letters, BCFSC Safe Certification, GST Registry Confirmations, and insurance certificates.
- **Insurance Oversight:** Ensure renewals for WPDC insurance (E&O and Operational) are completed prior to expiry.

3. Digital File & Drive Maintenance

- **Drive Organization:** Maintain all administrative files within the shared google drive, including dedicated areas for Regional Reps, the Funding Coordinator, and the ED.
- **Contract Filing:** Create specific folders for each contract year, ensuring all background information is filed correctly without creating redundant spreadsheets.
- **Access Control:** Manage sharing permissions strictly; operational files are shared only with the ED and Communications.
- **Board Drive:** Maintain a dedicated shared drive for the Board of Directors.

4. Specialized Support & Events

- **Conference Assistance:** Support the Conference and AGM Committee with planning and note-taking.
- **On-site Support:** Attend meetings and conferences as required, assisting with duties such as the Silent Auction.
- **Quality Control:** Review ED reports for both grammar and content accuracy.
- **General Support:** Provide ongoing assistance to contractors, the Board, and volunteers, while maintaining a "keep list" for ED/GM support.

Qualifications & Skills

- **Remote Proficiency:** Proven ability to work independently in a remote environment.
- **Technical Skills:** Advanced familiarity with Google Drive, Zoom, and digital contract management.
- **Organizational Excellence:** Ability to maintain complex contact lists and member woodlot data in a confidential manner.

- **Detail-Oriented:** A sharp eye for grammar and a commitment to "continual improvement" through detailed note-taking.

How to Apply:

If you are a proactive administrative professional looking for a flexible part-time role that supports the vital work of Woodlots BC, please submit your application to hello@woodlotsbc.ca

Woodlots BC values a diverse and organized workforce. This position is 100% remote, though occasional travel for conferences and meetings is required.

Woodlots BC is an equal opportunity employer. We thank all applicants for their interest; however, only those selected for an interview will be contacted.