

ADMINISTRATIVE ASSISTANT

Purpose: To help with the day to day bookkeeping of the Burns Bog Conservation Society.

Duties:

- Work with the Bookkeeper, Treasurer, President and Education Coordinator
- Carry out standard bookkeeping procedures
- Maintain memberships
- Send out letters
- Create program budgets
- Answer the phone
- Photocopying and filing
- Record keeping
- Become familiar with
 - Role of Burns Bog Conservation Society
 - Delta Nature Reserve
 - Ecological importance of Burns Bog
 - Threats to Burns Bog and current issues
 - Conservation and how the public can help
 - FAQ's
- Continuously enhance your personal knowledge base by familiarizing yourself with the resources offered at the Burns Bog Conservation Society's office
- Assist with International Bog Day
- Work with volunteers and completing other duties as deemed necessary
- Represent Burns Bog Conservation Society in a professional manner

Benefits:

- Gain valuable employment experience in accounting and human resources
- Receive training from experienced bookkeeper and accountant on standard operating procedures
- Meet new people
- Great opportunity for anybody interested in accounting as some colleges are requiring experience with non-profits

Requirements:

- Internet and computer literate (Microsoft Word, Excel)
- Basic knowledge of bookkeeping and office work
- Well organized and able to multi-task
- College level English communication skills mandatory; second language an asset
- Ability to work independently and take direction
- Ability to work with volunteers with disabilities
- Be a full-time student returning to school in the fall and 30 years of age or younger
- Criminal record check

- Volunteer experience in a non-profit or bookkeeping experience is an asset
- First aid certificate is an asset

Time Commitment:

37.5 hours per week for 15 weeks

Responsible to:

Supervised by the Bookkeeper and managed by the President

Safety precautions are part of the Staff Employees and Procedures Manual that all employees must read. Brochures will be provided from WCB regarding safety procedures.

To qualify for these HRSDC Summer Student Positions, you must be a full-time student returning to school in the fall and 30 years of age or younger.

Submit resume and cover letter stating which position you are applying for. If you are applying for more than one position, SEND ONLY ONE resume but indicate your interest in covering letter.

Positions are subject to funding

Must be flexible for evening and weekend work

We thank all applicants for submitting their resumes however only successful applicants will be contacted. Thank you for your interest in the Burns Bog Conservation Society.

Application deadline: April 18, 2008

Start Date: May 13, 2008

End Date: August 23, 2008

Please apply via mail, fax or e-mail to:

Eliza Olson

Burns Bog Conservation Society

4-7953 120th St., Delta, BC V4C 6P6

Tel: 604.572.0373 Fax: 604.572.0374

Email: eliza@burnsbog.org