



ADMIN. & SOCIAL MEDIA COORDINATOR - JOB POSTING

The Admin & Social Media Coordinator is a central staff member in charge of registration and communications with our community of campers & families, and school & community groups. Offering support to our senior leadership team, the Admin & Social Media Coordinator plays an integral role in a dynamic workplace. The successful candidate will benefit from a mentoring relationship with the Executive Director as they progressively move towards more independent work supporting our forest education initiatives. The successful candidate will need to be flexible and take initiative with very strong organizational and interpersonal skills are a must, as well as a passion for integrating forest education into our day-to-day lives!

TERM

This is a part time position will run year-round, completing approx. 24-28 hours/week. Seasonal candidates may be considered, depending on the applicant pool.

DUTIES AND RESPONSIBILITIES

The Admin & Social Media Coordinator is expected to:

- Represent Evans Lake at local community events to promote our programs
- Assess subsidy applications and make recommendations (for families requiring financial assistance to attend camp programs)
- Coordinate our social media communications (including Facebook, Instagram, Twitter, & e-blasts)
- Managing and overseeing the camp registration process, payments and reporting, as well as managing the waitlists
- Coordinate and create content for pre & post camp communications with families and staff
- Assist the Director of Operations & Education with staff hiring documentation, collection and recording
- Research products and services to support camp programs
- Be the point person for info@evanslake.com inquiries, and office phone calls
- Prepare reports and supporting documentation (e.g. waivers, transport lists, special diets etc.) for camp programs
- Input accounts receivable into our accounting program
- Maintain office filing system in an up-to-date and logical manner
- Other duties as requested from time to time by the Executive Director

QUALIFICATIONS/EXPERIENCE

- Clear Criminal Record Check (including Vulnerable Sector Search)
- Competency with Microsoft Office platform (Excel, Word)
- Competency with Accounting software and database management, considered an asset

COMPETENCIES

- *Communication:* Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Society.
- *Initiative:* Does the right thing at the right time without being asked
- *Teamwork:* Participates actively in a team for organizational effectiveness
- *Self-Management:* Works independently within prescribed parameters, can discern the relevance of issues and communicate them effectively to supervisor



- *Commitment to Society Vision and Values:* Demonstrates and promotes a personal understanding of and appreciation for mission, vision, strategic outcomes and values of the Evans Lake Forest Education Society

REPORTING AND EVALUATION

- Admin & Social Media reports directly to the Executive Director
- Performance evaluations will be conducted with the Executive Director

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| Hourly Wage | \$15-18/ hour - max of 28 hours per week, less required deductions will be paid biweekly. |
| Overtime | Overtime is not permitted, without the written approval by the Executive Director prior to the hours being taken |
| Work Hours | Monday to Friday schedule (3.5 days per week) January to June 30 & September 01 to December 30. Dates vary during July & August depending on Summer Camp transportation schedule. Work to be completed at the Evans Lake office in Vancouver. |

OTHER RESPONSIBILITIES

While employed by the Evans Lake Forest Education Society, you agree to comply with all rules, policies and procedures as they currently exist or as the Executive Director implements them. You acknowledge that you report to and are accountable to the Executive Director, and under direction of the Program Manager on site.

You agree to exercise the degree of care, diligence and skill that a prudent Admin & Social Media Coordinator would exercise in comparable circumstances. You will be expected to present yourself in a professional manner in all dealings that you do on behalf of the Society.

APPLICATION PROCESS

To apply please send your resume and cover letter, attention Lauren Marghetti, Executive Director, at lauren@evanslake.com. No phone calls please.

Only those selected for an interview will be contacted.

POSITION CLOSE DATE- *When filled.* Please send your resume and cover letter as soon as possible.

ELFES is an equal opportunity employer. We are proud to uphold human rights, we value the inclusion of all members of our community, and we strive to create a safe and fun environment for everyone to explore forests.

We acknowledge that Evans Lake is located at Ch'iyakmesh on the unceded territory of Skwxwú7mesh Úxwumixw (Squamish First Nation)