



Administrative Coordinator

Based in Smithers, BC, the Bulkley Valley Research Centre (BVRC) is an independent, non-profit organization founded in 2002 with a mission to support high-quality, inter-disciplinary research to advance better stewardship of our natural resources in northern British Columbia.

The Centre acts as a research bridging organization connecting natural resource management knowledge with communities, the public, First Nations, industry, government, and academia, in order to facilitate regionally-based research, learning, and adaptation.

Services Contract Overview

The Administrative Coordinator (AC) provides operational, administrative, and project-specific support to the Bulkley Valley Research Centre through contract development, contract administration, project coordination, membership renewals, and general office administration. The AC works with the BVRC Team to support and streamline BVRC operations. The AC is also in charge of coordinating specific projects through the BVRC.

The AC must have excellent teamwork and communication skills, take initiative, foster the mission of the Society, and be willing to act as a collaborative ambassador for the BVRC.

Primary Tasks

Organizational Support

- Act as the first, positive point of contact for the BVRC
- Provide administrative assistance to the Executive Director (ED)
- Initiate office solutions and general policy development to ensure the efficient operation of the BVRC
- Improve and maintain our information management systems
- Work with the BVRC Team to coordinate extension services and member services

Contract Management

- Prepare contracts with research contractors
- Administer and monitor contracts, including tracking in online platforms and providing updates to project leads
- Meet reporting requirements set out in contracts between BVRC and funders
- Work with the Financial Coordinator to oversee budget management and milestone tracking for projects

Project Coordination

- Coordinate BVRC projects from project initiation through to delivery and debrief

Qualifications

The ideal candidate will be a positive self-starter who works well as part of a team and independently. The ideal candidate will have excellent written and oral communication skills and be comfortable engaging with diverse members of the natural resources research and management community in a positive way, primarily by phone, email, and in-person meetings. The candidate will have experience with Microsoft Office Suite, specifically Word and Excel, be very well-organized and have focused attention to detail. Previous experience and a background in the natural resources disciplines is an asset.



Hours & Compensation

The expected service hours are flexible and will vary from week-to-week. It is expected that services will average 14-16 hours per week. Compensation is \$20.00/hr.

How to apply

Please send cover letter and resume with "Administrative Coordinator" in the subject line to the email below by **February 20, 2019**:

Navarana Smith, Project Coordinator
info@bvcentre.ca

We appreciate all applications, however only those selected for an interview will be contacted.