

Employment Opportunity: Baynes Sound/Lambert Channel Ecosystem Forum Coordinator
Workload: Seasonal. 5-10 hours/month is routine, 60 hours/month for events
Rate: \$30 / hr.
Start Date: August 2022
End Date: Ongoing, subject to performance review
Location: Remote, but onsite in Deep Bay during events

Please submit cover letters and resumes to info@bayneslambertecoforum.ca by August 14th, 2022.

Job Description

Event Planning

- Organize two 1-day forums per year in May and November
- Book venue, catering, minute-taker, technical support, and facilitator
- Prepare Forum agenda in consultation with the Steering Committee and the Facilitator
- Prepare digital invitations, respond to RSVPs, and confirm participant food allergies and dietary restrictions, update participant excel spreadsheet as RSVPs come in
- Provide logistics support on the day of the forum

Steering Committee Support

- Schedule approximately eight Steering Committee meetings per year via Doodle Polls
- Log into the Forum's Zoom Pro Account to host those Steering Committee meetings
- Prepare draft agendas for the meetings and take draft minutes
- Send draft agendas and draft minutes to Steering Committee members prior to meetings
- File approved agendas and approved minutes in the Google Drive archive
- Some familiarity with Robert's Rules is helpful, but not essential

Administrative Support

- Check the EcoForum Gmail account at minimum once per week during slow periods, and check email every other day leading up to Forums, Steering Committee meetings, and funding application deadlines
- Make Steering Committee members aware of requests, questions, or concerns that come in via the EcoForum Gmail
- Support Steering Committee in submitting funding applications and liaising with funders such as Islands Trust and CVRD, among others
- Support Steering Committee in seeking out new funding opportunities, as needed

- File a copy of all submitted funding applications in our Google Drive archive to use as templates for following years
- Support Treasurer by forwarding along invoices, and filing all expense invoices and receipts in our Google Drive archive

Drafting Documents

- After each EcoForum, an approximately 12-page Summary Report will need to be drafted based on the minutes provided by the minute-taker, as well as any PowerPoint presentations provided by the speakers, and available recordings
- The Steering Committee may call on the coordinator to support in the drafting of funding applications or informational materials

Technical Support (Preferred)

- Use WordPress to update the website, as needed
- Convert PowerPoints to PDFs to add to website after each EcoForum
- Upload reports, articles, and PowerPoint presentations to the website's downloadable archive

Software Proficiency Required

- Doodle Polls
- Zoom Video Conferencing
- Google Drive
- Gmail
- Microsoft Suite / Google Suite (Word, Excel, and PowerPoint)
- WordPress website management systems (preferred, but not crucial)