



Freshwater Fisheries
Society of BC

Administrative and Outreach Clerk - Clerk 9
Regular Part-time Opportunity*
External Posting
\$21.5320 – 25.7333 hourly**
Summerland, BC

The Freshwater Fisheries Society of BC (FFSBC) is an independent, non-profit organization governed by a Board of Directors with a mandate to deliver a wide range of fisheries management services and programs focused on recreational fisheries development, fish conservation, fish science and research, public education and the development and marketing of freshwater sport fishing in BC. For further information, please review our website: www.gofishbc.com.

We are seeking an energetic, client-focused, results oriented team player to join our group. Under the general direction of the Hatchery Manager, the Administrative and Outreach Clerk provides reception, administrative support, records management and outreach services for the hatchery. Services involve managing the office, managing records for expenditures, maintaining and updating information systems, supporting leave and time administration, records management, and providing general clerical and communications services to facilitate the flow of information between the hatchery and corporate office.

If you are a team player committed to service excellence and are seeking a rewarding opportunity where you can be part of an exciting organization, we would like to hear from you! We offer an attractive compensation and benefit package.

Qualifications:

- A combination of 3 years of related clerical/administrative support experience, education and/or training; and
- Experience/training in keyboarding, word processing, spreadsheet, database, the internet and other standard computer applications.
- Equivalent combinations of education, training and/or experience may be considered.
- Lesser qualified applicants may be under-implemented and an eligibility list may be created.

*This position is anticipated to work approximately 8 hours per week September to May, and 20 hours per week June to August, although the hours may vary to accommodate operational requirements.

**All external hires will be paid an intern rate at the grid 7 level (\$21.5320 hourly; \$21.9627 effective January 5, 2020) for the period equivalent to six month's employment (913 hours). Upon reaching 913 hours, employees will move to Grid 9, Step 1 (\$23.1987 hourly).

To apply for this position, please visit this [site](http://www.gofishbc.com/About-Us.aspx#careers), or the careers section of our web-site (www.gofishbc.com/About-Us.aspx#careers) to review the job description and qualifications associated with this position. Please submit your resumé along with a letter that clearly and specifically states how you meet the education and experience criteria for this position. This opportunity is open to both internal and external applicants.

Competition: **FFSBC19:1003**
Closing Date: **December 4, 2019**
For More Info: **Tammy Longbottom**
(250)414-4213