



Position: WildSafeBC Program Administrator

Organization: BC Conservation Foundation

Location: Kamloops, BC

About WildSafeBC

WildSafeBC is the provincial leader in preventing conflict with wildlife through collaboration, education and community solutions. Our motto is “Keeping wildlife wild and communities safe”. The program is run by the registered non-profit the BC Conservation Foundation.

About the position

The role of the Program Administrator is to support the Provincial team and the network of community coordinators in successfully delivering the WildSafeBC Program. The ideal candidate is one that flourishes in a collaborative, team atmosphere, is able to work independently, and adapt to priority changes when necessary.

Key Responsibilities and Tasks

Qualifications

- Bachelor's degree or technical diploma in Science or Education (Biology, Natural Resource Management, Environmental Science, Environmental Education, Social Science or suitable equivalent)
- Excellent project management skills with the ability to coordinate and prioritize work on multiple projects
- Excellent organizational, administrative, research, analytical and problem-solving skills
- Effective communication skills, both written and interpersonal, as well as an ability to work with a diverse team
- Experience writing technical and/or scientific reports

Location: Kamloops location is preferred but a hybrid setting could be considered for the right candidate

Hours: 30 hrs per week

Wage: \$22.00-\$25.00 per hour

Anticipate Start Date: As soon as possible.

Closing Date: Deadline to apply is January 12, 2024 or until filled.

To apply for this job:

Please apply directly on the BCCF website: [bccf.com](https://www.bccf.com)