



## **JOB OPPORTUNITY**

### **Coordinator**

**Bamfield Community School Association**

**Bamfield, BC, CANADA**

### **About us:**

The Bamfield Community School Association (BCSA) offers literacy, health and wellness, and community development programs within the communities of Bamfield and Anacla.

[www.bamfield.ca](http://www.bamfield.ca)

The BCSA Coordinator provides overall leadership to the programs, activities and projects of the Bamfield Community School Association. The successful candidate must possess excellent interpersonal and organizational skills. The person must be able to work independently, making daily decisions regarding the operation of the organization and support staff, and reporting to a Board of Directors.

### **Roles and Responsibilities**

- Foster cooperation and communication between the school, community school association, and the various community organizations.
- Become familiar with the social and economic structure of the community, identify community needs and interests and facilitate the development and implementation of programs, services and activities to meet those needs.
- Organize and coordinate literacy, wellness and community development programs in collaboration with BCSA Directors.
- Report to and consult with Bamfield Community School Association Board of Directors regularly.
- Collaborate with community resources and the Bamfield Community School to facilitate the integration of those resources into the regular school program.

- Facilitate inter-agency cooperation in the delivery of services, recreational, cultural and non-curricular educational programs.
- Responsible for all aspects of corporate finances, including fundraising and financial reporting.
- Promote full utilization of the Community School Facilities; ensure maintenance and security of School District and Bamfield Community School Association assets.
- Manage and supervise Bamfield Community School Association staff.

**The Ideal Candidate:**

- Undergraduate degree or
- 2 years experience in an administrative role, including experience in the following:
  - Financial Administration
  - Event Coordination
  - Strong written and verbal communication skills
  - Ability to prioritize and multitask, effective time management skills
  - Experience with grant writing
  - Organizational skills
- Excellent computer skills with knowledge of Microsoft Office Programs
- Valid Class 5 Driver's License
- Basic First Aid certification or willingness to obtain
- Must be able to pass a Criminal Record Check
- Experience with Adobe InDesign is an asset
- Basic knowledge of SAGE accounting software and pay roll experience is desired

**Regular Full-time position.** Salary: Starting at \$33,000-\$38,000/year, based on experience.

**Benefits**

Basic benefits package up to \$50/month

\$2500 Professional Development per year

**Position open until November 30, 2016 or until filled.**

Send resume and cover letter to:

BCSA Board of Directors

Bamfield Community School Association

240 Nuthatch Road- General Delivery

Bamfield, BC

VOR1B0

250.728.1220

Email: [bcsa\\_board@googlegroups.com](mailto:bcsa_board@googlegroups.com)