

# Wells-Barkerville Community Forest Ltd.

## Community Forest Coordinator (Part-Time Contractual Position)

The Wells-Barkerville Community Forest Ltd (WBCF) is seeking an individual with excellent public relations and interpersonal skill for the position of Community Forest Coordinator. This position is open to any interested person possessing a range of skills and work experience. The selected candidate must be able to exercise courtesy, diplomacy, and tact in dealing with Board Members, Elected Officials, business and government representatives, and the general public. The ideal candidate for this position will be able to work individually and as a member of a team on a number of projects simultaneously, establish priorities, and meet deadlines.

The Community Forest Coordinator maintains open communication with the WBCF Chair, and reports regularly to the Board of Directors at Board Meetings and as directed by the Board. The Coordinator's primary roles include ensuring that the WBCF meets its objectives, ensuring that all aspects of the Community Forest operate responsibly and effectively, and providing regular reports to the Board on the operations of the WBCF.

Reporting to the Board Chair and the WBCF Board the primary functions of the Community Forest Coordinator include:

- Assist with organizing and facilitating public meetings;
- Ensure that agenda items for all Board, Committee, and public meetings are ready for presentation and that adequate information is distributed to Directors in advance of meetings;
- Work with community and citizen groups to ensure effective engagement (e.g. posting of agendas, minutes and information updates to the WBCF website and other media platforms);
- Provide assistance to the forest management selection process in advance of the next Cut Control period;
- Investigate value added, education, development, trails building opportunities in the Community Forest;
- Assist the WBCF Board in consultations with First Nations; and
- Ensuring the Board receives adequate and regular updates on issues important to the welfare and future of the corporation.

The Community Forest Coordinator may also be responsible for some or all of the following duties (as assigned by the WBCF Board):

1. Assist with the preparation of the WBCF annual report and budget, and filing of corporation reports with senior governments;
2. Administer day to day WBCF finances;
3. Assist with the preparation of financial records to help support annual audit and filing of

- corporate taxes;
4. Assist with the preparation of feasibility studies and policy development reports for review and potential approval by the Board of Directors;
  5. Manage the retention of Corporate records;
  6. Work with the Board to ensure that all license and business obligations are met (i.e. contracts, environmental requirements, and risk management); and
  7. Act as liaison and maintain good communications with all Directors and Committee Chairs to optimize and co-ordinate input from Directors, and optimize effectiveness of the Board and Board Committees;
  8. Serve as the WBCF liaison, as directed by the WBCF Board, to promote specific corporate objectives to industry and government; for example, West Fraser Mills and the Ministry of Forests, Lands, and Natural Resource Operations (FLNRO).

**Qualifications:**

- Minimum of Grade 12 or equivalent. It would be beneficial to possess relevant post-secondary education and training in forestry operations, forest management, environmental science, administration and/or accounting.
- Familiarity with MS Word, Excel, and PowerPoint.
- Knowledge of the Wells community would be of benefit.

As this is a designated position of trust, no formal offer of employment will be made until the applicant completes and passes a criminal record check.

Attendance at evening WBCF Board & Committee meetings is a requirement for the position.

Interested applicants are asked to submit a cover letter and resume to:

John Massier, Chair  
Wells-Barkerville Community Forest Ltd.  
PO Box 69, Wells, BC V0K 2R0  
Email: [jmassier@cariboord.bc.ca](mailto:jmassier@cariboord.bc.ca)  
Applications will be accepted until December 15, 2017

**About Wells**

Located in the heart of the Cariboo Mountains, Wells is one of BC's smallest but most vibrant towns. Wells has a well-earned reputation as a family-friendly and creative community. Its people have helped establish well-respected arts and culture programs and institutions, including Island Mountain Arts. Wells is home to a number of cultural events including for example the widely recognized ArtsWells Festival and live performances at Wells' Sunset Theatre. Wells is famous too for its year round access to outdoor recreational activities including: sledding, skiing (downhill, cross-country and back-country), snowshoeing, hiking, mountain biking, and canoeing, as well as hunting and fishing. Its closest neighbours, Barkerville Historic Town and Bowron Lake Provincial Park make tourism a significant sector of the economy. Mining and forestry are important too to Wells' economic development.