

OKANAGAN BASIN WATER BOARD

Administrative Assistant/ Technical Writer

Location: Vernon, BC

Application Deadline: September 24, 2007

Terms: Full Time Position with 18-month term and possibility of extension.

Information:

The Okanagan Basin Water Board (OBWB) is a local government organization with water management responsibilities throughout the Okanagan Valley region. We offer a dynamic work environment where staff are engaged in developing new programs for water conservation and quality improvement in the Okanagan Basin.

The Board consists of political representatives from each of the three regional districts in the watershed and is supported by an advisory stewardship council made up of water stakeholders from government and non-government sectors. We are seeking a highly motivated individual with excellent writing and organizational skills to fill the position of Administrative Assistant / Technical Writer, reporting to the Executive Director.

The Water Board offers a complete benefit package. This position will be of interest to persons earning in the range of \$43,000 to \$48,000 per annum. Actual salary will be dependent on qualifications.

Duties and Responsibilities:

1. Administrative Assistant

- Recording minutes of the Okanagan Basin Water Board and Okanagan Water Stewardship Council.
- Recording information at technical meetings.
- Organizing OBWB filing systems and other administrative systems
- Organizing meetings and conferences
- Coordinating travel arrangements

2. Technical Writing

- Recording and synthesizing information from meetings with political leaders and technical experts.
- Producing correspondence to local government, provincial and federal ministries.
- Developing and implementing communication strategies including press releases.

- Writing and editing communication and outreach material for OBWB initiatives.
- Monitoring Okanagan media for information relevant to OBWB programs and collecting and posting materials on websites.
- Writing and editing material for websites, working with OBWB staff to design and manage sites.
- Preparation of presentation materials including Powerpoint slides and posters.

Qualifications:

- Post secondary training in writing and communication. A background in environmental science is an asset but not required.
- Extensive experience in an administrative staff capacity with a high level of proficiency with Microsoft Office programs including Powerpoint.
- Experience with Adobe Acrobat Professional.
- Experience in website management an asset.
- Ability to write and edit a range of materials from technical memos to press releases.
- Valid Class 5 Drivers License
- Willingness to travel within Okanagan Valley. Travel will be day trips only but may involve extended hours of work.

Personal Strengths and Goals:

We are seeking a person who is eager to take on new challenges within a team environment. You will require initiative, excellent people skills and a desire to learn and apply new skills.

Please submit your resume and covering letter by 4:00 p.m. September 24th, 2007 to

Okanagan Basin Water Board
9848 Aberdeen Road
Vernon, BC, V1B 2K9
Attention: Anna Warwick Sears, Executive Director

Applications submitted by Email are acceptable. Additional information may be obtained on the Okanagan Basin Water Board website <http://www.obwb.ca> or from Executive Director Anna Warwick Sears at 250-550-3779 or email anna.warwick.sears@obwb.ca.