

OKANAGAN BASIN WATER BOARD

Technical Writer / Administrative Assistant

Location: Vernon, BC

Application Deadline: March 26, 2007

Terms: Full Time Position with two (2) year 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 water 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 organization skills to fill a new position of technical writer / administrative assistant, reporting to the Program Manager.

The Water Board offers a complete benefit and municipal pension package. The 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. Technical Writing

- Records and synthesizes information from meetings with political leaders and technical experts
- Prepares correspondence to agencies and individuals
- Develops and implements communication strategies including press releases
- Writes and edits outreach materials on OBWB initiatives
- Monitors Okanagan media for information relevant to OBWB programs; collects and posts materials on websites
- Writes and edits material for websites, working with OBWB staff to design and manage sites
- Prepares presentation materials including powerpoint slides and posters

2. Administrative Assistant

- Acts as recording secretary for the Okanagan Basin Water Board, the Okanagan Water Stewardship Council, and other committees and meetings as required including those with technical content
- Organizes and maintains filing systems and other administrative systems
- Organizes meetings and conferences
- Coordinates travel arrangements
- Responds to in-person, telephone and email enquiries regarding OBWB matters, and provides routine information or redirects enquires as appropriate

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 in Microsoft Office programs including Powerpoint
- Experience with Adobe Publisher
- Experience in website management
- Excellent written and verbal interpersonal and communication skills; with ability to write and edit a range of materials from technical memos to press releases
- Ability to work independently with limited supervision
- Accurate and detail-oriented, with excellent organizational skills
- 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. March 26th, 2007 to

Okanagan Basin Water Board
9848 Aberdeen Road
Vernon, BC, V1B 2K9
Attention: Greg Armour, Program Manager

Applications submitted by Email are acceptable. Additional information may be obtained on the Okanagan Basin Water Board website <http://www.obwb.ca> or from Program Manager Greg Armour at 250-550-3773 or email greg.armour@obwb.ca or anna.warwick.sears@obwb.ca