



ROLE DESCRIPTION

JOB TITLE: Resource Development Assistant – Summer Student

REPORTS TO: Manager, Transportation

PURPOSE: Assist in the planning, development, coordination, promotion and delivery of resources, tools and other activities that contribute to reducing fatalities and injuries in BC's forestry transportation sector.

COMPETITION #: 2018-03

LOCATION: Prince George, BC

Specific Activities Include:

- Participate in training as required.
- Work with mentor to develop a mentoring plan and participate in executing the plan.
- Attend and participate in monthly staff meetings.
- Participate in internal safety and first aid drills.
- Read and respond to internal communications as appropriate.
- Update supervisor on assigned tasks as requested.
- Perform office administration tasks as required.
- Research and evaluate existing tools and resources.
- Develop tools and resources.
- Obtain feedback on tools and resources.
- Revise tools and resources based on feedback.
- Assist with development of communications documents for website and newsletters

QUALIFICATION PREFERENCES:

- Related administrative experience
- Forest industry knowledge / experience an asset
- Work planning, time management and organizational skills
- Effective technical writing and verbal communication skills
- Strong computer skills; Word, Excel, Outlook, Access and PowerPoint



BC Forest Safety

Safety is **good** business

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POSITION IS APPROPRIATE FOR STUDENTS IN THE FOLLOWING PROGRAMS:

- Occupational Health and Safety
- Communications and Marketing
- Wellness and Health Sciences and Social Sciences
- Administrative Professionals
- Business Management, Project Management
- Natural Resource Management
- Transportation Professionals
- Environmental Tourism

Please send your resume to the attention of: careers@bcforestsafe.org