



JOB TITLE: Falling Program Certification Administrator

REPORTS TO: Manager, Falling Programs

COMPETITION #: 2021-02

CLOSING DATE: Friday, November 19, 2021

PURPOSE: To provide administrative support for faller certification, falling supervisor certification and the falling safety advocacy program under the direction of the Falling Manager

Primary Accountabilities include, but are not limited to:

- Administers the Faller Certification Program
- Administers the Falling Supervisor Certification Program
- Administers the Falling Safety Advocacy Program
- Provides general administrative support to the Falling department
- Provides general administrative support to the Falling Technical Advisory Committee

Specific Accountabilities include, but are not limited to:

Faller Certification Program

- Manages client records Interacts regularly with clients and staff in response to faller certification
- Issues and receives applications for Faller Certification skills assessments
- Confirms eligibility, processes applications, payments and renewals
- Receives and manages faller assessments for certification, including manual submission and through electronic means
- Ensures successful tracking of faller certification documents from receipt, and through the quality assurance review process
- Performs administrative quality assurance on faller assessments
- Assembles and mails correspondence/packages related to faller certifications

Falling Supervisor Certification Program

- Promotes the Certified Falling Supervisor Program
- Processes applications for Falling Supervisor Certification

- Confirms eligibility and processes applications for Falling Supervisor Certification
- Ensures successful recording of completed Certified Falling Supervisor field activities
- Assembles and mails correspondence/packages related to falling supervisor certifications

Falling Safety Advocacy Program

- Promotes Falling Safety Advocacy program
- Processes applications for Falling Safety Advocacy
- Ensures successful receipt and recording of all falling safety advocacy activities
- Assembles and mail correspondence/packages related to falling safety advocacy

General Administrative Support

- Prepares monthly and other reports as required or requested
- Provides general administrative support to the Falling Program
- Works with Falling Safety Advisors and Falling Manager with planning of falling activities

QUALIFICATION PREFERENCES:

- Minimum of 3 – 5 years related administrative experience
- Strong work planning, time management and organizational skills
- Effective written and verbal communication skills
- Self-starter and driven. Can work with minimal direction and oversight
- Excellent interpersonal skills and experience to develop and maintain relationships and handle difficult situations
- Strong computer skills; MS Word, Excel, Access, PowerPoint and Microsoft Teams as well as database management on custom databases
- Forestry related industry experience and knowledge of the industry is considered an asset

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