



Job Opportunity Administrator

The Nechako Environmental Enhancement Fund Society (NEEFS) is seeking an Administrator.

Under the direction of the Board of Directors, the Administrator will provide management services, handle the day-to-day operations and serve as the point of contact for NEEFS.

Roles and Responsibilities

- Serve as the point of contact on behalf of NEEFS and work with proponents to bring proposals forward.
- Work with grant recipients to establish funding agreements and administer contracts and projects from the first payment through to completion, final reporting and evaluation.
- Develop and maintain positive working relations with NEEFS client base.
- Provide support to the Board and liaise with Directors between meetings as needed.
- Organize NEEFS Board meetings, including preparing and circulating agendas and meeting documents.
- Attend Board meetings, present information, take accurate meeting minutes and circulate to Directors after each meeting.
- Provide support to the Board and liaise with Directors between meetings as needed.
- Providing orientation and support for new Directors.
- Monthly bookkeeping.
- Organize the AGM.
- Provide all required information to the auditor and support the annual audit.
- Write annual reports.
- Comply with BC Society requirements.
- Maintain the NEEFS website, including uploading of information bulletins, media releases, annual reports and project descriptions.
- Managing operating budgets and expenses;
- Maintain records of all NEEFS financial transactions, including historical and ongoing payments of NEEFS grants to recipients.
- Maintain all NEEFS files including project files.
- Implement program criteria, guidelines, and proposal and reporting formats as directed by the Board.
- Stay informed on environmental strategies and projects in the area.

Experience, Knowledge & Key Skills

- Working with non-profit Societies

- Managing a Board of Directors.
- Familiarity with the BC Society Act.
- Bookkeeping.
- Ability to work alone.
- Ability to work well and diplomatically with people.
- Strong organizational skills.
- Ability to produce high quality annual reports.

This is a home-based contract position. Monthly hours will fluctuate throughout the year but on average are 15-25 hours per month.

Preference will be given to applicants that currently live in the Nechako watershed.

Remuneration \$80 per hour.

Interested candidates are encouraged to review the [NEEF Background](#) and [Guiding Principles](#) at www.neef.ca and submit a resume and cover letter to administrator@neef.ca by September 20, 2024. Only those applicants considered for an interview will be contacted.

For more information contact the NEEFS Administrator at:

Britta Boudreau

Administrator, NEEFS

administrator@neef.ca

250-964-6334

About NEEF

As part of the BC/Alcan 1997 Agreement, Rio Tinto agreed to contribute up to \$50 million to the Nechako Environmental Enhancement Fund (NEEF). The purpose of this fund is to enhance the environment of the Nechako Watershed. The decision on the best use of the fund was given to a Management Committee (NEEF MC) whose structure and mandate is outlined in the 1997 Agreement. The NEEF MC decisions are detailed in their 2012 report.

In 2015 the MC formed the NEEF Society to administer the projects and funds as directed by the NEEF MC. This registered society serves as a legal entity to manage contracts with recipients of NEEF grants.

The intent of the NEEF is environmental enhancement related to water. Funding proposals submitted to NEEF must identify how they support one or more of these objectives:

Options that are related to changes in flow in the Cheslatta River and Nechako River. This includes changes related to Skins Lake Spillway discharges and changes in flow achieved through other enhancement initiatives;