



4-7953 120th Street  
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Tel: 604.572.0373  
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Toll Free: 1.888.850.6264  
Email: [info@burnsbog.org](mailto:info@burnsbog.org)  
Website: [www.burnsbog.org](http://www.burnsbog.org)

## **DESKTOP PUBLISHING/ ADMINISTRATIVE ASSISTANT**

**Purpose:** Assist all departments of the Burns Bog Conservation Society.

### **Duties:**

- Work with the Office Administrator, Special Events Coordinator, President and Education Development Officer

### **Primary Duties:**

- Carry out basic accounting and marketing procedures
- Create publications such as annual reports, newsletters and brochures
- Design posters and advertisements
- Write press releases and PSAs
- Assist with website maintenance
- Answer the phone and communicate with members
- Become familiar with the:
  - role of Burns Bog Conservation Society
  - Delta Nature Reserve
  - ecological importance of Burns Bog
  - threats to Burns Bog and current issues
  - conservation of Burns Bog and how the public can help
- Assist with International Bog Day
- Work with volunteers and complete other duties as deemed necessary
- Represent Burns Bog Conservation Society in a professional manner

### **Benefits:**

- Receive valuable employment experience in accounting, marketing and communications
- Working for a not-for-profit is a way of helping others and contributing to the community
- Gain knowledge of wetland ecosystems and sustainability
- Meet new people and develop contacts

### **Requirements:**

- Working knowledge of Adobe Photoshop and Microsoft Office
- Experience with Adobe InDesign, Illustrator, and Dreamweaver an asset
- Strong writing skills
- Confident working with numbers
- Organized and able to multi-task
- Ability to work independently and take direction
- Be a full-time student returning to school in the fall and 30 years of age or younger
- Criminal record check



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**Time Commitment:**

37.5 hours per week for 16 weeks

**Responsibilities:**

Supervised by the Office Administrator and managed by the President

\*To qualify for these HRSDC Summer Student Positions, you must be a full-time student returning to school in the fall and 30 years of age or younger.\*

Submit resume and cover letter stating which position you are applying for. If you are applying for more than one position, SEND ONLY ONE resume but indicate your interest in covering letter.

- Positions are subject to funding
- Must be flexible for evening and weekend work
- Time commitment and start/end dates are tentative

We thank all applicants for submitting their resumes; however, only successful applicants will be contacted. Thank you for your interest in working for the Burns Bog Conservation Society.

Application deadline: April 17, 2010

Start Date: May 18, 2010

End Date: September 3, 2010

Please apply via mail, fax or e-mail to:

Katie Bianchin

Email: [info@burnsbog.org](mailto:info@burnsbog.org)