

Women in Mining – BC

Date: October, 2015

Job Position: Membership Support

Job Type: Volunteer, Part time

Description:

Women in Mining – BC is seeking volunteers to be part of the Membership Support team to assist in maintaining and updating WIM BC membership

- Providing admin support to the Committee Chair
- Gathering information on potential members
- Assist in updating membership list
- Assist in responding to membership inquiries
- Preparing documents

The ideal candidate must be reliable, a team player, self-motivated and organized. Must have knowledge of MS Office, Excel, web based email programs. Familiarity with WIM BC, previous experience working with memberships an asset. Good verbal and written communication skill required.

It is anticipated that the time commitment of this position is 4-6 hours per month