



Job Posting
Independent Contractor
Administrative Services
Term Position

The Southern Interior Local Government (SILGA) is seeking an independent contractor to provide administrative services. This opportunity comes with flexible work hours, training and mentorship, a technology allowance and travel opportunities within British Columbia's Interior.

About the organization

SILGA is comprised of elected officials from 37 cities, towns, villages, districts and regional districts in South Central British Columbia. Its purpose is to represent, in one organization, the various local governments of the region, provide a forum to improve the quality and level of service by local government to its citizens, support and advance to the Union of B.C. Municipalities (UBCM) and Provincial Ministries on behalf of our members, coordinate communications, educate and assist in the provision of good government.

Through its annual convention, SILGA brings together local government elected officials to network and learn from each other. In addition, SILGA presents education sessions throughout the year and advocates for regional priorities at UBCM and Provincial Ministry meetings.

About the opportunity

Services provided by the Contractor to the Southern Interior Local Government Association include but are not limited to:

Direct services for the Board of Directors

- Board meeting organization
- UBCM convention, including advocacy with MLAs and Ministers
- Educational seminars/webinars
- Any other duties that the board may direct

SILGA
PO Box 27017 Cityview PO
Kamloops, BC. V2E 0B2

(250) 851-6653
info@silga.ca



Communications for SILGA

- Website updating and maintenance
- Newsletter production
- General communications with SILGA members, partners, government ministries and other associations

Financial Services

- Bookkeeping including A/R and A/P, banking and financial statement preparation/ communication with accountant
- Budget development
- Non-convention sponsorship development
- Purchasing of supplies/equipment

Annual General Meeting

- Management of the nomination process
- Management of the resolution process
- Annual Report preparation including agenda

Convention Services

- Convention and trade show logistics
- Program including speaker contracts, agenda and bio preparation
- Registration of attendees
- Financial including budgeting and event reconciliation
- Sponsorship development
- Communications with all levels of government, sponsors, delegates, media and presenters
- Community Excellence awards
- Prepare scripts and A/V liaison

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Compensation

- Wage range \$30-\$35/hr negotiable based on based on experience with an average of 32 - 36 hrs per week.
- This is a 6 to 8 month contract with an opportunity for a multi-year renewal once training and performance review is complete. This is a remote work position with the exception of onsite meetings, conventions and educational seminars. The contractor will have a home office and access to internet services. A technology allowance is provided.

Requirements

- Minimum 3 - 5 years relevant administrative work experience
- Post secondary education in a relevant field
- Strong attention to detail and accuracy
- Basic accounting skills
- Ability to work effectively within a team environment and independently; and
- Effective communication skills both verbal and written.
- Familiarity with social media, Wordpress, Canva and MailChimp
- Fundamental understanding of and interest in local and provincial government

How to Apply

To apply, please send a cover letter and resume to SILGA President Louise Wallace Richmond by e-mail at lwallacerichmond@salmonarm.ca by November 15, 2024.

For more information, please visit silga.ca

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