QUESNEL BILLY BARKER DAYS
SOCIETY
P.O. Box 4441
Quesnel, BC V2J 3J4
250-992-1234
office@billybarkerdays.ca

BC Interior's #1 free Family Festival is now accepting resumes from qualified individuals for full-time employment (35 hours per week) as follows:

Office Manager for the period May 2, 2022 to late July at $20+ per hour.
The successful candidate will be responsible for the day-to-day operations of the Festival. This person should be able to work with various Society volunteer directors/officers assisting then in their (computer, copying, emailing, calling) needs for festival. Applicants should have several years experience in running a small office, with the ability to take direction as well as work independently. Prioritize and have a flexible schedule. Good professional communication, organizational skills, able to multitask. Computer skills (including social media, Microsoft office and email), comfortable with supervising, organizing and scheduling staff members. Wages will be based on experience and skill level. Resumes accepted until April 8, 2022.

Office Assistant for the period May 18, 2022 to late July at $17 per hour.
Successful candidate will work under the direction of the Office Manager. They will have the ability to organize and prioritize their time, communicate effectively both verbally and written. Know the Quesnel area activities and the locations of activities or how to locate the information. Good computer skills (Microsoft Excel, Word as well as social media). General housekeeping duties will be involved as well. The Society has applied for a Summer Student grant and the successful candidate must be under 30 years of age. Resumes accepted until April 29, 2022.

Resumes should be forwarded prior to the dates above, by mail or email to the address above. They can also be dropped in the Society's mail slot at 701 Carson Avenue (adjacent to the Visitors' Centre)

We thank all applicants for their interest; however, only those selected for an interview will be contacted.