

Volunteer Role - Operations & Systems Support, New Forest Act Campaign

March–June 2026 (remote)

The Boundary Forest Watershed Stewardship Society is looking for a volunteer to help with project operations and organization for the New Forest Act campaign over the next few months.

This role is not about policy work or advocacy messaging. It's about helping bring structure and organization to a fast-moving project so the campaign can operate more efficiently.

About the project

The New Forest Act is a legislative proposal to rebuild how forests are governed in British Columbia. The campaign includes public education, video content, presentations, policy outreach, and preparation for the June 2026 New Forest Act Roadshow.

Much of the core work is currently being run by a very small team, and we need help creating better operational systems.

Role

The person in this role would help set up simple systems and organizational tools to support the campaign between March and June 2026.

Examples of tasks may include:

- Creating a **master project tracking system** (spreadsheets or dashboards) to organize ongoing campaign activities
- Setting up a **donor tracking and follow-up system**
- create and maintain a **relationships & contacts database**
- Helping organize **timelines and logistics** for upcoming presentations and outreach, e.g. a **presentation pipeline tracker**.
- Assisting with **basic operational planning** for several projects launching this spring
- Roadshow planning support and groundwork (potential communities, venue ideas, contact lists, travel planning skeleton, presentation calendar)
- Helping bring clarity and structure to multiple moving pieces so they can be tracked and managed efficiently

This role is mainly about **organization, systems, and project coordination**.

Skills that would be helpful

- Strong organizational skills
- Comfort with spreadsheets, simple databases, or project tracking tools

- Ability to help structure timelines and workflows
- Clear communication and reliability
- Experience with project coordination or operations is helpful but not required

You do not need forestry expertise.

The ideal person for this role is someone who:

- likes organizing chaos
- enjoys systems and spreadsheets
- is calm and practical
- does not need constant direction
- is comfortable working quietly behind the scenes

Time commitment

Flexible, but ideally **3–6 hours per week** between March and June.

This is a **remote volunteer role**.

Why this role matters

Much of the success of public-interest campaigns depends on behind-the-scenes organization. Helping create systems that keep the work running smoothly makes a real difference.

How to express interest

If this sounds like something you'd enjoy helping with, please send a brief note about your background and availability to:

Jennifer Houghton, Campaign Director
New Forest Act Project, Boundary Forest Watershed Stewardship Society
boundaryforest@gmail.com

Subject line: **NFA Operations Volunteer**