



Fraser Valley Conservancy

Placing lands in trust for our future

The Fraser Valley Conservancy is looking for a new Community Engagement Coordinator to join our team!

The Fraser Valley Conservancy (FVC) is excited to announce this brand-new position for a Community Engagement Coordinator.

Are you someone who loves inspiring people to get outdoors? Do you enjoy connecting people to their community and the environment? Are you a well-organized team player? If so, join us!

Working as the community engagement coordinator, your first task will be to oversee volunteer participation in various FVC conservation programs. As the position progresses, you will begin to coordinate all aspects of FVC community engagement including our membership and stewardship program participants.

In the first three months of this position, you will develop a comprehensive volunteer program including branding, promotion, and database management, as well as volunteer recruitment and retention. You will also accompany conservation program staff in the field to support volunteer events as they happen. Once the volunteer program is developed, you will have to opportunity to work on and develop other community engagement projects.



Duties:

Program development

- Develop a branded volunteer program that supports existing volunteers and recruits new participants for FVC programs
- Establish an effective volunteer database system that tracks several participation metrics for over 300 volunteers
- Write concise but informative volunteer job descriptions for volunteer opportunities
- Establish and manage the volunteer events calendar on the new FVC website
- Work with FVC program managers to create new volunteer opportunities

Volunteer recruitment and engagement

- Recruit volunteers for FVC program activities
- Create volunteer call out advertisements on FVC website and social media
- Connect volunteers to suitable FVC opportunities
- Create volunteer training and incentive programs
- Solicit volunteer feedback and adapt program as needed

Event coordination

- Arrange facilities, food, and supplies for events
- Attend volunteer events to oversee volunteer participation and safety

This position will play a key role in building the future of the Fraser Valley Conservancy. You will work alongside other staff to connect the community to important conservation projects.

We do not require you to have experience in the field of biology.

Your ability to communicate and coordinate effectively to recruit and inspire volunteers is your most important asset in this position.

Required Qualifications, Experience and Skills:

- Post-secondary education in communications/human resources/event management or related field
- Minimum of two years (24 months) related work experience
- Detail oriented with highly developed organizational skills
- Have experience managing databases and database programs
- Have excellent verbal and written communication skills
- Be physically capable of working at outdoor events in all weather conditions
- Proficient in social media management and web-based communication tools (i.e. Zoom)
- Highly competent with all Office 365 applications (Word, Excel, Teams, Access)
- Experience creating visually appealing graphics and webpages

Must be available to work weekends and evenings as they coincide with volunteer events.

Must have access to a reliable vehicle that can be used for work (applicable mileage reimbursed). Our office is located in Mission, but many of our volunteer sites are scattered across the Fraser Valley and are not accessible via public transit.

The FVC's safety protocols incorporate the current COVID-19 BC Public Health Officer orders and change as needed. You will be expected to abide by and adapt to these changing needs. This includes either working from home and/or at our Mission office location. You will have a workstation at the office which is accessible via remote login from your personal laptop or home computer. All volunteer events must be planned and implemented in accordance with these orders and FVC safety protocols.

Additional Assets:

- Previous volunteer program or human resource management experience
- Outdoor work or volunteer experience
- Passionate about local conservation issues
- Experience creating/implementing COVID-19 safety protocols for events

Employment Details

You will be hired to work full-time (40 hours/week) for three months starting the week of January 25th, 2021. If you are the right fit for our team, a one-year renewable employment term will be offered at the end of your initial three months. You will then transition to coordinating community engagement across all FVC programs, with the intention of growing with our organization. The starting rate of pay will be \$18 to \$20 per hour, based on level of experience.

How to Apply:

To apply, please email a resume along with a cover letter that clearly explains how you meet the above requirements, to Aleesha@fraservalleyconservancy.ca

This posting has been extended. Resumes will now be accepted until midnight on Sunday, January 17th. Applicants who meet the criteria for an interview will be contacted for interviews the following week.