The Fraser Valley Conservancy is looking for a Project Coordinator for our new Close to Home program.

The Fraser Valley Conservancy is searching for a project coordinator for our new Close to Home program focused on connecting people to climate action. This full-time staff member will join our team for at least four years to develop, implement, and refine an exciting and innovative program. We are looking for a dedicated team member to bring their passion and expertise to this program to ensure its success.

About the program:

The primary goal of the Close to Home program is to connect under-engaged communities with nature-based solutions to combat climate change. To achieve this goal, we will combine an innovative communication plan with a unique neighbourhood ambassador program.
The primary audience for this program is adults; Close to Home does not include specific programming for children. This program has guaranteed funding for at least four years with the potential to extend into the future. It is an opportunity to develop, implement, and refine a program from the ground up to create real change in the Fraser Valley.

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Project Coordinator: Close to Home

Who you are:

- You communicate in a clear and concise manner, and easily adapt to different scenarios.
- You are an empathetic listener with an ability to see the world through other peoples' perspectives.
- You are passionate about getting involved in the community through volunteerism and community groups.
- You are comfortable starting up a conversation with anyone.
- You enjoy keeping track of details and coordinating a variety of tasks and timelines concurrently.
- You want to see more people engaged in climate solutions in the Fraser Valley, and you believe anyone can make a difference.
- You are a team player keen to learn and work collaboratively with your colleagues and the community.

What you bring:

- Experience developing, organizing, and evaluating a comprehensive and well-structured community program.
- Experience successfully engaging underserved/marginalized groups.
- Dedication to protecting the environment and promoting social justice.
- Demonstrated volunteerism and/or community group participation.
- Experience supervising and training volunteers.
- Demonstrated ability to connect with a diverse audience in an inclusive and respectful manner.
- Post-secondary education (or equivalent education/experience) in social work, adult education, sociology, or other related fields.

What you will do:

1. Develop an inclusive communications program that inspires all Fraser Valley residents to undertake climate action.
2. Create a new neighbourhood-based ambassador program implementing nature-based solutions to climate change in local green spaces.
3. Create and utilize a climate impact tracking tool to evaluate program activities.

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In the first year you will:

- Identify groups in the Fraser Valley that are under-engaged in climate change solutions.
- Connect directly with these identified groups by attending events, arranging meetings, and developing new relationships.
- Create and implement the new communication plan.
- Develop an ambassador program for implementation in the summer of 2022.
- Work with contractors to design ambassador program branding.

Over the next three years you will:

- Hire an assistant to help deliver program components.
- Deliver ambassador programs in at least three neighbourhoods.
- Refine communication plan and continue to connect with under-engaged groups.
- Work with the FVC team to engage people in climate actions across the Fraser Valley.
- Report on and evaluate the program's societal and environmental impacts.
- Ensure continued success of the Close to Home program by securing additional funding.

Employment details:

Start date August 16th, 2021. Full-time at 35 hours/week, $20/hour.

Eligible for benefits after 6 months. Salary increases based upon performance. Automatic cost of living increases annually.

Applicant eligibility requirements:

1. You must have access to a personal vehicle and driver's license.

The lack of public transportation in the Fraser Valley can be a barrier. While our office (Clearbrook Road in Abbotsford) is on a bus route, your work will include Mission, Chilliwack, and areas in between. You may need access to a personal vehicle to transport supplies and if not, you will need to have a driver's licence.

2. You must be able to work in the office and the community.

This project relies heavily on in-person relationships with the community and collaboration with coworkers. Occasional remote work from home is possible (i.e. to prevent the spread of illness) using a remote desktop system. You must have a personal computer set up at home to access the remote desktop system.

3. You must be legally eligible to work in Canada.

Applicants must be eligible to work in Canada (i.e., Canadian citizen, permanent resident of Canada or authorized in writing to work in Canada such as a current work permit). Employment is contingent upon continued eligibility to work in Canada.

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Application process:

You don't need to meet all of the criteria listed above to qualify. Your application will be evaluated based on how your experience (including personal history, paid and unpaid work, formal education and informal training) aligns with our desired expectations. Be as clear and specific as possible in your cover letter as to how your life experiences contribute to your ability to do this job. The content and format of your application will be considered as part of your submission.

Applications must be submitted in the form of a cover letter and accompanying resume via email to Aleesha@fraservalleyconservancy.ca by midnight July 18th. Applicants selected for the interview process will be notified the week of July 19th.

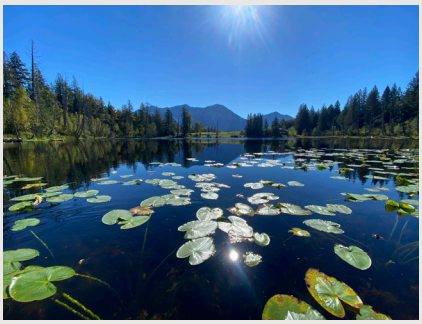
Interviews will be conducted either in-person or via Zoom, depending on current BC Health recommendations. Interviewees will be required to complete a short pre-interview assignment and/or a test during the interview to demonstrate their ability to do this job.

About the Fraser Valley Conservancy:

We are a local land trust in the Fraser Valley that has been promoting the acquisition and preservation of areas with important ecological value since 1998. We strive to be a leader in environmental conservation through partnerships, education, and on-the-ground stewardship actions.

The FVC staff includes biologists, field technicians, and engagement specialists, who will provide mentorship and technical support. We also hire seasonal staff who will be available to assist at events. You will also be working with: representatives from municipalities and other non-profits to identify green spaces and initiatives that complement the Close to Home program; community leaders and members to design a program that resonates with them; and local experts and volunteers who will be integral to the success of the ambassador program.

We thrive on continuous learning, creativity, and innovation. Our comfortable and respectful office environment is casual and accommodating. Our work truly makes a difference for communities and the environment right here at home. If you are passionate about creating real change, this is the place for you.



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