



# Now Hiring: Project Coordinator

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

## About the program:

The primary goal of the Step to It 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 volunteer stewardship teams. The primary audience for this program is adults; Step to It is family friendly but does not include specific programming for children. This program has guaranteed funding for the next three years with the potential to extend into the future. This is your opportunity to get out into the community, meet new people, and be a force for real change in the Fraser Valley.

## 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 delivering community-based programs.
- ▶ Experience successfully engaging underserved/marginalized groups.
- ▶ Demonstrated volunteerism and leadership qualities.
- ▶ 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. Deliver an inclusive communication plan that inspires all Fraser Valley residents to undertake climate action.
2. Lead and coordinate volunteer stewardship teams in implementing nature-based solutions to climate change in local green spaces.
3. Track and report on program activities, ensuring targets are met.

## In the first year, you will:

- ▶ Identify groups in the Fraser Valley that are under-engaged in climate action.
- ▶ Connect directly with these identified groups by attending events, arranging meetings, and developing new relationships.
- ▶ Refine and implement the communication plan for Step to It.
- ▶ Lead a volunteer team in stewarding a green space in Agassiz.
- ▶ Build a new team in a new community to implement work the following year.

## Over the next two years, you will:

- ▶ Lead two new volunteer teams in at least two more neighbourhoods.
- ▶ Continue to refine the communication plan and 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 Step to It program by securing additional funding.





## Employment details:

Anticipated start date: September 19th, 2022. 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 take place across Agassiz, Mission, Abbotsford, and Chilliwack. You will need access to a personal vehicle to transport outreach supplies.*

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 setup 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.*

## 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](mailto:Aleesha@fraservalleyconservancy.ca) by midnight August 31st. Applicants selected for the interview process will be notified on September 2nd, and interviews will take place the week of September 5th.

Interviews will be conducted either in-person or via Zoom, depending on current BC Health recommendations. We strongly recommend in-person interviews if possible. 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 Step to It 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.

E-mail: [aleesha@fraservalleyconservancy.ca](mailto:aleesha@fraservalleyconservancy.ca)

