



FRASER VALLEY
CONSERVANCY

Now Hiring: Volunteer Coordinator

Employment Details:

Anticipated start date: April 12, 2023 (as soon as possible)

Term: 35 hours/week until December 15, 2023, with the possibility of extension for the right candidate

Schedule: Variable weekly schedule based on project deliverables and availability. Weekend and evening work will be required based on community and volunteer events

Location: A mixture of the Fraser Valley Conservancy office in Abbotsford, and traveling to events throughout the Fraser Valley (Mission, Abbotsford, Agassiz, Chilliwack). Occasional work from home available

Wage: \$19.22/hour + Standard 4% Vacation and Statutory Holiday pay

Benefits: 3% pay in lieu of benefits (after 6 months of employment)
Mileage paid for personal vehicle use for work
Annual review includes automatic cost of living wage increases
Additional wage increases based on annual performance review
Continued training/certification opportunities





Who we are and what this position entails:

The Fraser Valley Conservancy has been working to conserve areas with important ecological values by supporting communities and landowners through our stewardship programs since 1998.

As the volunteer coordinator, you will be responsible for implementing the FVC's volunteer program. This position does not require you to have experience in the field of biology. We're looking for someone who can connect with the community and create a fun experience for our volunteers!

The FVC welcomes applications from all interested and qualified candidates. We are a small group of highly dedicated people who value community, integrity, and collaboration from a diverse spectrum of perspectives and backgrounds.

Some responsibilities of the role:

- Recruit volunteers for and promote events, using email campaigns, social media posts, and FVC's website
- Collaborate with program staff to prepare for events, including supply transportation and venue set-up
- Attend volunteer events and oversee participation and safety
- Track volunteer participation using FVC's database
- Attend community events and speak to the public about what we do
- Gather volunteer feedback and adapt the program as needed
- Participate in outdoor activities, including: removing invasive plant species, planting trees, and other habitat enhancement activities





Mandatory Requirements:

Candidate must:

- Be legally entitled to work in Canada
- Have access to a reliable personal vehicle as many volunteer events take place in rural areas that are not accessible by public transit
- Be available to work weekends and evenings as they coincide with events
- Be comfortable and physically capable of running volunteer events outside in all weather conditions and able to lift objects up to 20lbs

Qualifications & Skills:

The ideal candidate:

- Is an enthusiastic, positive person who is approachable and ready to create a fun experience for our volunteers
- Has experience delivering or participating in volunteer programs
- Has experience delivering educational content to the public
- Is able to create engaging social media content, including short-form videos
- Loves spreadsheets and collecting/compiling data
- Has excellent verbal and written communication skills and is comfortable talking to a diverse range of community members
- Has excellent time management skills and is able to work under deadlines
- Has an interest in or knowledge of local climate change solutions or environmental initiatives in the Fraser Valley

How to Apply: Please submit a resume and a cover letter detailing why you would be a good fit for this role in one single PDF file to: steptoit@fraservalleyconservancy.ca

Deadline: **Open until filled.** Interviews will take place as applications are received.

*Only candidates being considered for this position will be contacted.
We thank all applicants for their interest and look forward to meeting you!*