



**FRASER VALLEY
CONSERVANCY**

Now Hiring: Community Coordinator

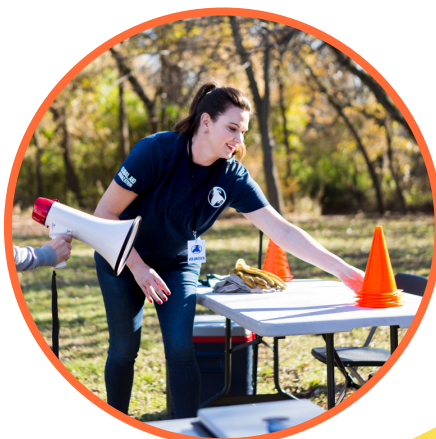
*Are you a people person with a passion for connecting with your community?
Are you an excellent communicator with a knack for event planning and
organization? We want you to join our team!*

About the Fraser Valley Conservancy:

The FVC is a local non-profit based in Abbotsford. We are dedicated to protecting and enhancing the natural environment across the Fraser Valley. Our focus is on stewardship – our responsibility to care for the world around us. We believe that anyone can help create happy, healthy environments for people and for nature. The FVC team consists of staff and contractors with a variety of backgrounds and skills. Together, we share a passion of caring for the environment.

Job Description Overview:

The Community Coordinator serves as the link between our organization and the community, bringing our shared passion for the environment into the world. In this role, you will work closely with the FVC team to implement our community engagement programming. Your work will focus on Event Planning and Support, Social Media and Communications, Community Relationship Building, and Database Management and Reporting.



Job Details:



Compensation and Time Commitment

- This is full-time work, averaging 37.5 hours per week, with a minimum of 35 hours up to a maximum of 40 hours per week. The rate of pay is \$22.50/hour.
- FVC employees receive an annual hourly rate increase based on the indexed cost of living. Additional wage increases are performance-based and are assessed annually.
- This is initially a one-year work term starting May 1, 2024. If you are a good fit we will create a long-term position.
- You must have a reliable vehicle to use for work. Our community events are often not accessible by public transit. A mileage allowance is paid for using your vehicle to attend events (not commuting) and is paid at \$0.55/km.
- We have a standard three-month probationary period including an initial review. After six months of successful employment, you will be eligible for the FVC staff benefits program. This currently includes payment in lieu of benefits and a paid sick day policy that exceeds BC employment standards.

Eligibility Requirements

- You will be required to work some evenings and/or weekends.
- You must be able to engage in physical work (i.e., lifting 20 lbs, setting up displays and tents).
- You must be legally entitled to work in Canada and be available to start work in person as of May 1, 2024.

Work Environment

- At the Fraser Valley Conservancy office in Abbotsford – we are a small team of up to six coworkers in a shared space. Casual dress code and friendly atmosphere. Flexible scheduling within regular working hours (8 am – 6 pm).
- Participation in some outdoor events is required in all weather conditions.
- You can work remotely from home up to two days per week as scheduling allows. Remote work requires your own home office space, including reliable internet and a personal computer to login to your workstation at the office.



Major Responsibilities and Duties:



Event Planning and Support

As part of the FVC team, you will plan and implement various community engagement events throughout the year.

Social Media and Communications

You will be responsible for sharing FVC news, promoting upcoming events, and sharing stewardship information with the Fraser Valley. This includes creating social media content, blog posts, newsletters, and other promotional materials in collaboration with the FVC team.

Community Relationship Building

You will work to build new connections in the Fraser Valley by engaging in meaningful conversations to develop new communication plans. You will organize focus groups, host educational events, attend outreach booths, and develop strategies to reach more audiences across the Fraser Valley.

Data Management and Reporting

You will be responsible for managing and sharing data collected during community engagement events. Your role is to pay attention to the details, record them, and ensure they are entered accurately into our databases.

FVC Organizational Support

As part of the FVC team, you will participate in important events and meetings to further our organization, such as fundraisers.

[*Looking for more details on the specific responsibilities for this position? Click here to see the detailed job description.*](#)



Minimum Qualifications and Experience:



- Bachelor's degree in a relevant field preferred (Communications, Social Work, Event Management, Public Relations), plus two years of directly related experience engaging communities.
- An equivalent combination of education and/or experience may be substituted, as long as it is relevant to the Community Coordinator's duties and responsibilities. These could include community engagement, event planning, communications management, non-profit project management.
- Preference will be given to locally-based candidates with experience connecting with diverse audiences in the Fraser Valley.

Skills Required:

Communication

- Strong writing skills and oral communication skills
- Ability to communicate and work effectively with diverse communities from different racial, ethnic, and socioeconomic backgrounds
- Ability to successfully navigate challenging conversations to build consensus
- Ability to change communication styles to meet audience needs e.g., interacting with government stakeholders or community volunteers

Teamwork

- Strong organizational skills and ability to delegate roles and responsibilities
- Experience in prioritizing competing demands and workloads
- Ability to work well independently and as a member of a team
- Demonstrated ability to solve problems and manage conflict

Technical Skills

- Proficiency with Microsoft Office applications, including but not limited to Word, Excel, Outlook, and Teams
- Proficiency with social media, including Facebook, Instagram, and TikTok
- Familiarity with basic design software and database management



Additional Qualifications of Interest:

- Bi-lingual (Punjabi is a strong asset)
- Connections to Fraser Valley community groups or organizations
- Awareness of local environmental issues
- Demonstrated history of volunteerism
- Experience engaging with local First Nations
- Proficiency with the software we use, as outlined in [the detailed job description](#).

How to Apply:

Applications for this position require a resume and a cover letter.

Be sure to include the following in your cover letter:

- Showcase your ability to effectively communicate, engage, and build relationships with diverse groups of people.
- Highlight your organizational skills, problem-solving abilities, and previous successes coordinating events.
- Share how your passions and goals align with the work we do at the FVC.

The content of your cover letter is evaluated when selecting applicants to interview.

Please email your application by midnight Sunday, March 24, 2024
aleesha@fraservalleyconservancy.ca

The Fraser Valley Conservancy welcomes applications from all interested candidates. If you require additional information or assistance, please send us an email before the application deadline. We are committed to fostering and maintaining a workplace culture that is inclusive and does not tolerate or accept discrimination or harassment in any form.