FRASER VALLEY CONSERVANCY

Now Hiring: Communications Assistant

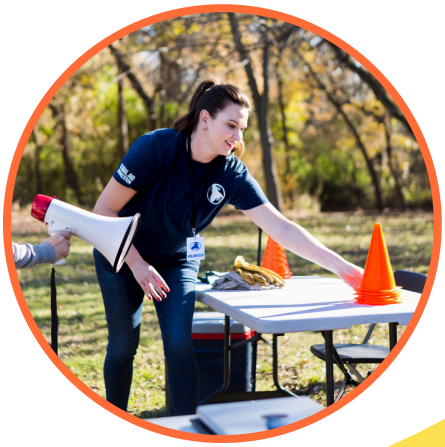
Do you want to inspire others to help the planet?
Are you an excellent communicator who loves to tell stories?
We want you to join our team!

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 Communications Assistant supports the FVC team to inspire and engage community members to participate in stewardship actions through our programs. Your work will focus on social media, digital communications, event support, community relationship building, database management, and supporting other important FVC initiatives. You will be responsible for sharing the knowledge from our organization to the community - how you share our story to the community is integral to the FVC achieving our conservation goals.



Job Details:

Compensation and Time Commitment

- This is full-time work, averaging 37.5 hours per week. The rate of pay will be $21-23/hour, depending on experience.
- FVC employees receive annual hourly rate increases based on the cost of living. Additional performance-based wage increases are reviewed annually.
- This is initially an 8 month work term starting July 28th, 2025. If you are a good fit we will create a long-term position for you.
- We have a 120-day probationary period, that includes a performance 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.
- A mileage allowance is paid for using your vehicle to attend work events and is paid at $0.55/km. A $40/month cell phone allowance is provided as well.

Eligibility Requirements

- You must have a reliable personal vehicle you can use for work. Preference will be given to applicants who reside in the Fraser Valley. Unfortunately, public transit is not a viable option.
- You must be able to engage in physical work (i.e., lifting 30 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 July 28, 2025.

Work Environment

- We are a small team of five, working in a shared office space. Casual dress code and friendly atmosphere. Flexible scheduling within regular working hours (8 am – 6 pm). Some evenings and/or weekends will be required.
- Participation in 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.

Qualifications and Experience:

- Bachelor's degree in a relevant field (Communications, Public Relations), plus two years of related experience. An equivalent combination of education and/or experience may be substituted, if it is relevant to the duties and responsibilities listed in the full job description.
- Candidates will be expected to provide examples of effective, original communication skills as outlined in the full job description.

Additional Qualifications of Interest:

- Connections to Fraser Valley community groups or organizations
- Awareness of local environmental issues
- Experience engaging with local First Nations
- Passion for telling stories and inspiring others to protect nature

How to Apply:

1. *Read the full job description here*
2. *Compose a cover letter that:*
    - *Showcases your ability to effectively communicate*
    - *Highlights your organizational skills and teamwork*
    - *Shares how the work we do at the Fraser Valley Conservancy aligns with your own passions and goals*
3. *Email your cover letter and resume to Joanne@fraservalleyconservancy.ca by 8am Monday June 23, 2025*

Please note: The content of your cover letter is evaluated when selecting potential applicants for the interview process.

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.