

Community Outreach Coordinator (COC)

POSITION DESCRIPTION

Seasonal contract position for Summer.

Period: Dependent on funding. Typically 10-16 weeks flexible start and end date between May and September.

37.5 hrs/week - most weekends, plus additional hours during weekdays.

Wages: TBD – typically minimum wage or slightly higher, based on funding availability
Expense Reimbursement: \$0.54/km for work-related vehicle use (does not include commuting to or from office)

Reporting Lines:

This position reports to the Executive Director (ED).

Duties:

The Community Outreach Coordinator (COC) is expected to perform the following functions under the supervision of the Executive Director (ED):

1. Plan and coordinate special events including hosting educational displays at community outreach events, fundraising events and other promotional events
2. Research and prepare funding proposals to corporations, foundations, individuals and special interest groups for financial support
3. Increase membership through membership drives and various other methods
4. Develop liaisons with related groups including funding partners, ENGOs and other community organizations
5. Assist with the development and delivery of communication pieces such as newsletters, information packages, website content and social media posts
6. Assist with various administrative and program duties as they arise
7. Assist Wildlife Education Director delivering education programs

Hiring Requirements:

This position is available only if a Canada Summer Jobs grant is approved, which has specifications for our hiring process. All applicants **MUST** be in compliance with the following. Any applicants who do not match **ALL** of the following will not be considered. Requirements may change, but based on the 2017 rules, candidate must:

- Be between 15 and 30 years of age at the start of the employment;
- Have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- Be a Canadian citizen, permanent resident or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act;

- Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations;

Job Requirements:

- Must be available to work most weekends, at minimum 1 Saturday or Sunday each week. Schedule is dependent on available events.
- Must have a valid BC driver's license and access to a vehicle on weekends;
- Knowledge about British Columbian wildlife and passion for conservation

Assets:

- Special events or public speaking experience desired;
- Minimum high school education;
- English fluency (both spoken and written);
- Basic computer skills (Microsoft Office, Excel, Internet browsing) required but advanced skills would be ideal, such as desktop publishing (InDesign, Photoshop, etc), knowledge of Wordpress, and email distribution programs like MailChimp;
- Experience working in a wildlife education role; and,
- Independent self-starter

Aboriginal and visible minority students and students with disabilities are encouraged to apply.

Work Locations:

Office location: 1190 Melville St., Vancouver

Event locations: throughout the Lower Mainland

Please submit application (cover letter and resume in a single file) by email to Kristine Krynitzki at execdirector@northwestwildlife.com before **May 1**.

Please indicate the following information in your application:

- 1) Your eligibility for this position (must comply with job requirements)
- 2) Your experience, education and/or skills
- 3) Special requirements or needs (if any)

Thank you for your interest in working with NWPS. Due to the volume of applicants expected we will only be in contact with individuals who will be interviewed.
