



Community Engagement Coordinator Job Description

Job title	<i>Community Engagement Coordinator (30 hours/week)</i>
Reports to	<i>Executive Director</i>

Job purpose

The Community Engagement Coordinator is responsible for managing a diverse range of community engagement projects for Greenways Land Trust, and working with the Greenways Board of Directors and with other staff to fulfill the organization's mission to restore, sustain and protect natural areas and critical habitats, particularly ecological and recreational greenways, for the benefit of the Campbell River community.

Duties and responsibilities

Projects:

Schools Program (50%)

- Partner with schools to meet deliverables for the 2019-2022 EcoAction project: “Junior Streamkeepers: Engaging Youth in Fresh Water Quality Improvement for Healthy Waterways.”
- The purpose of this project is for Campbell River’s youth to contribute to the improvement of fresh water quality within our urban creeks through the diversion and reduction of harmful substances and plastic waste at six urban watercourse sites near our local schools, including through shoreline clean-ups, yellow fish marking of storm drains, creating water infiltration infrastructure such as swales and rain gardens, and riparian planting for erosion and sedimentation control
- The project also utilizes Greenways’ existing team of volunteer Stewardship Leaders to assist school groups in carrying out these activities on site
- Manage the EcoAction Community Funding including budgeting, program implementation, and project reporting *note: this funder has *significant* reporting requirements, and the project has a high administrative workload

Streamkeepers (35%)

- Attend monthly Campbell River Urban Streamkeepers meetings and provide administrative support
- Support Streamkeepers in carrying out projects and events
- Compile annual report on Streamkeeper activities for Fisheries and Oceans Canada

Community Outreach (5%)

- Support other Greenways’ staff to organize and publicize community outreach events, including Greenways’ Interpretive Walk series, movie nights, attendance at community festivals and events, annual Broom Bash, TD Trees Days, etc.
- Engage with schools on environmental issues that do not fit into the boundaries of the Junior Streamkeepers project.

Adopt-a-Trail (5%)

- Engage with current Adopt-a-Trail volunteers to track volunteer hours and obtain feedback on trail maintenance
- Carry out orientations for new Adopt-a-Trail volunteers

- Liaise with the Ministry of Forests as the Greenways staff contact for the Beaver Lodge Forest Lands and attend Beaver Lodge Forest Lands Trust committee meetings (1 evening/2 months, 5 per year)
- Compile annual report of trail maintenance activities for the Beaver Lodge Trust Committee
- As time allows, organize trail maintenance workshops/workdays for trail maintenance experts to share their skills with Adopt-a-Trail volunteers

Fruit Tree Project (3%)

- Coordinate seasonal staff and volunteers to run Greenways' Fruit Tree Project, which gleans unwanted fruit from local backyards
- Complete annual project report

Stewardship Resource Centre (2%)

- Coordinate lending out Greenways' tools to other community organizations as requested
- Maintain tools in safe and effective working order
- Ensure that Greenways' tool and equipment storage is well-organized and tidy at all times
- Maintain equipment inventory and purchase replacement tools as required

Organizational Development (allocated to projects above)

- Contribute to the development of the Greenways annual workplan
- Write monthly board report, and attend Board of Directors meetings as requested
- Develop projects and write grants and proposals in consultation with the Executive Director and the Board
- Update the volunteer hours and tree planting tracking spreadsheets
- Assist with assigning work to, and monitoring the work of, seasonal staff

Other:

- Carry out other duties as required by the Executive Director

Team Development

Greenways is a small non-profit with a hardworking, close-knit staff team. We are all here because we believe strongly in the work that we do, and we know that we are more effective working together than working as individuals. In order to continue to cultivate an effective team, all employees are required to:

- Attend regular staff meetings; report on activities to other team members, and work together to problem solve individual or group difficulties
- Engage with other staff to develop positive, open, and effective team relationships
- Liaise with other team members to ensure project goals are achieved
- Participate in professional development activities as available to ensure continual development of job skills and job satisfaction

Qualifications

- Educational background or work experience in a field of environmental studies, ideally in a non-profit organization
- Professional, resourceful, patient, friendly, detail-oriented, and highly self-motivated team player with excellent organizational and communication skills

- Previous experience in community engagement and working with youth and volunteers is preferred
- Previous experience writing grant applications and reporting to funders is preferred
- Proven ability to develop and maintain effective cooperative relationships
- Some weekend and evening obligations (approximately 1-2 days/month)
- Valid BC Driver's Licence required. Access to own transportation is desirable.
- Valid Level 1 First Aid is desirable

November 2020