



## Community Engagement Coordinator Job Description

<b>Job title</b>	<i>Community Engagement Coordinator (21 hours/week)</i>
<b>Reports to</b>	<i>Executive Director</i>

### Job purpose

The Community Engagement Coordinator is responsible for coordinating a diverse range of community engagement projects for Greenways Land Trust and working with the Greenways Board of Directors and 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. In addition, the Community Engagement Coordinator is responsible for some general administrative office work at the Greenways Land Trust office.

### Duties and responsibilities

#### **Projects:**

#### **Streamkeepers (42%)**

- Support Greenways' Streamkeepers program, including identifying and obtaining funding for salmon habitat restoration projects.
- Manage the Simms Creek adult and juvenile fish fence program, including liaising with the lead Simms Creek steward to coordinate volunteers for fence activities, and compiling fence data
- Organize monthly Streamkeepers meetings
- Liaise with Streamkeepers groups to organize monthly volunteer Streamkeepers workdays on one weekend/month
- Ensure that workdays are carried out safely and are rewarding for the volunteers involved
- Compile annual report on Streamkeeper activities for Fisheries and Oceans Canada

#### **Adopt-a-Trail (8%)**

- Engage with current Adopt-a-Trail volunteers to track volunteer hours and obtain feedback on trail maintenance
- Recruit and 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

- Work to expand the Adopt-a-Trail program with Nature Trust BC in the Willow Creek Conservation Area

### **Community Outreach (23%)**

- Organize and publicize community outreach events, such as Greenways' Interpretive Walk series
- Be the main point contact for all of Greenways' volunteer inquiries
- Organize an annual volunteer appreciation event
- Create and build relationships with community organizations as opportunities allow to grow our volunteer base and raise public awareness of Greenways' activities in the community
- Manage updating the volunteer hours tracking spreadsheet

### **Organizational Development (28%):**

#### *Organization Administration*

- Contribute to the development of the Greenways annual workplan
- Write monthly board report, and attend Board of Directors meetings as requested
- Oversee regular organization administration
  - Submit BC Society Registration
  - Organize Annual General Meeting
  - Maintain insurance coverage and liaise with other service providers regarding office services
  - Collect mail, oversee stationary orders, organize office cleaning schedule, etc.
- Support annual grant applications including BC Gaming, and Government of Canada Summer Jobs Program
- Lead the development of the Greenways Annual Report
- Work to improve and maintain internal document database

#### *Members*

- Maintain the member database and ensure recognition of new and returning members

### **Other projects (Time allocated to projects above):**

- Support other Greenways staff, including students, in delivering their projects as required
- Carry out other duties as requested 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 business, education, environmental studies, or community engagement, 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 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.