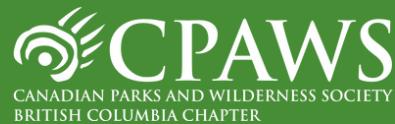


WE'RE HIRING!



YOUTH ENGAGEMENT COORDINATOR

227 - 312 Main Street
Vancouver, BC V6A 2T2
(604) 685-7445
info@cpawsbc.org

Position Overview

The Youth Engagement Coordinator is responsible for coordinating and adaptively managing the Young Leaders in Conservation Program (YLICP), as well as other programming and initiatives designed to increase youth engagement and participation in conservation advocacy. Reporting to the Executive Director, this role works closely with both the Ocean and Land & Freshwater Conservation teams to lead a program that empowers and educates youth on conservation issues, leadership skills, and environmental advocacy.

The Coordinator will also build on and continue to develop outreach and engagement activities targeted specifically at youth, with a goal of increasing both awareness and action among this demographic.

A valid driver's license is required for this position. The successful candidate will be required to complete a satisfactory Criminal Record Check as a condition of employment.

Position Details

Position type: Permanent full-time. Like all roles at CPAWS-BC, this position is funding dependent.

Location: Flexible for remote work in BC within commuting distance of a major population centre (Vancouver, Victoria, Nanaimo, Kelowna, Kamloops, Prince George).

Work hours: CPAWS-BC operates on a 4-day (32-hour work week), Monday through Thursday. This role will require some travel, evening, and weekend hours to support program work as well as outreach and community events.

Compensation: \$58,350 plus benefits

Closing deadline for applications: Applications will be reviewed on rolling basis starting January 05. If you're interested, we encourage you to apply early.

Start date: As soon as possible, and no later than March 09, 2025.

Responsibilities & Duties

YLICP COORDINATION

- Deliver the Young Leaders in Conservation program, including:
 - Develop and manage the program schedule, ensuring all activities align with the program's objectives
 - Coordinate all logistics for in-person meetings and activities, including lodging, food, and travel for participants, facilitators, and guest speakers
- Build and maintain relationships with educators, presenters, and guest speakers to align with key program objectives
- Work with conservation teams to ensure YLICP meets CPAWS-BC's strategic conservation goals

PARTICIPANT & ALUMNI ENGAGEMENT

- Manage the recruitment process for program participants, including outreach to diverse communities
- Actively facilitate both online and in-person training sessions for participants
- Create spaces for participants and guests that uphold CPAWS-BC's commitment to Diversity, Equity, Inclusion, and Justice
- Recruit and support advisory committee of past participants
- Grow and develop the alumni engagement program

COMMUNICATIONS & COMMUNITY ENGAGEMENT

- Develop and support outreach initiatives in cooperation with conservation teams
- Conduct outreach to local and community organizations and recreation interests, including tabling at public locations and events
- Support program promotion through social media, blog posts, emails, and other digital communications
- Alongside conservation staff, raise the profile of CPAWS-BC and YLICP through events, outreach, and comms tools

FINANCIAL TRACKING & PROGRAM EVALUATION

- Maintain accurate and detailed records of program activities, budgets, and outcomes
- Prepare reports for funders on the program's success and plans, with the guidance of the CPAWS-BC senior staff
- Lead program monitoring and evaluation, including reviewing evaluation processes and making recommendations, to assess the effectiveness and impact of YLICP
- Collect and analyze data to measure program outcomes and make informed recommendations for improvement

Knowledge, Skills & Abilities

No minimum education is required. CPAWS-BC recognizes the value of both formal education and lived experiences. We are committed to fostering an inclusive and equitable workplace that reflects the richness of perspectives needed to address the complexities of the nature and climate crises. We invite applications from candidates who are excited about this role and bring some of the following skills and experience:

EDUCATION

- A bachelor's degree in environmental science, conservation, political science, or a related field would be an asset.

KNOWLEDGE & EXPERIENCE

- **Project Management:** Knowledge of project planning tools, work plan development, and monitoring processes. Experience in coordinating various aspects of program management, including project development, delivery, and logistics coordination
- **Environmental advocacy:** A solid understanding or keen interest in conservation issues, environmental advocacy, and the broader environmental movement
- **Event Coordination and Program Design:** Experience working with youth, delivering educational programs, and coordinating events. Experience in designing and facilitating workshops and events tailored for young people that support unique learning styles and fosters constructive dialogue
- **Digital tools:** Familiarity with major social media platforms, content creation tools, and video and photo editing. Experience using CRMs, action platforms, WordPress, or similar.

SKILLS & ABILITIES

- **Communications:** Strong interpersonal and communication skills, both written and verbal
- **Adaptability and Problem Solving:** Ability to recognize, problem-solve, and adapt plans based on changing circumstances throughout leadership program development and implementation
- **Monitoring and Evaluation:** Ability to track and evaluate progress using qualitative and quantitative methods
- **Group Facilitation:** Proficiency in setting up and running workshops or sessions, in person and online, that are interactive, informative, and tailored to the needs of participants
- **Cultural Competence:** Cultural sensitivity and competence to effectively engage with diverse communities during participant recruitment and engagement, outreach efforts, and program delivery

CORE & BEHAVIOURAL COMPETENCIES

CORE COMPETENCIES

These are the essential skills and attributes that we expect all those in coordinator-level positions to bring to their teams and work at CPAWS-BC:

- **Ensures accountability:** Takes personal responsibility for decisions and actions; establishes clear responsibilities and processes for monitoring work and measuring results
- **Action-oriented:** Readily takes action on challenges; displays a can-do attitude
- **Communicates Effectively:** Is effective in a variety of communication settings; attentively listens to others; adjusts to fit the audience and the message
- **Situational adaptability:** Picks up on situational cues and adjusts in the moment; understands that different situations may call for different approaches
- **Drives Engagement:** Invites input and shared ownership

BEHAVIOURAL COMPETENCIES

These are the essential skills and attributes that we expect all staff members to bring to the workplace at CPAWS-BC:

- **Collaborates:** Builds partnerships and work collaboratively with others to meet shared objectives
- **Values differences:** Seeks to understand different perspectives and cultures; contributes to a work climate where differences are valued and supported
- **Demonstrates self-awareness:** Uses a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses; willing to admit mistakes and gain insights from experiences.
- **Self-development:** Shows personal commitment and take action to continuously improve; accepts assignments that broaden capabilities; learns from new experiences and others as well as structured learning
- **Instills trust:** Gains the confidence and trust of others through honesty, integrity, and authenticity

ABOUT CPAWS-BC



The Canadian Parks and Wilderness Society – British Columbia (CPAWS-BC) is part of one of Canada's oldest non-profit conservation groups. We have been defending lands and waters in BC since 1978 and are dedicated to keeping BC's natural environment thriving forever. Nature is BC's best hope.

CPAWS-BC works on the unceded territories of Indigenous Peoples. We recognize that all people have the right to a healthy environment. Identity, culture, and survival are often deeply rooted in people's connection to the land and ocean. However, not all people have equal access to and decision-making powers over the use of land and ocean. As a conservation organization, we have a responsibility to uphold the values of justice, equity, diversity, and inclusion of marginalized voices and perspectives.

We are a small, dedicated team working hard to protect land and waters in every corner of BC and deep into the ocean. Join us and help safeguard homes for grizzly bears, migratory birds, threatened grasslands, endangered orca habitats, and vital stretches of boreal forest, keeping British Columbia wild forever.

Our office is located on the shared, unceded, ancestral territories of the xʷməθkʷəy̓əm (Musqueam), Sḵwx̱wú7mesh (Squamish), and səlilwətaɬ (Tsleil-Waututh) Nations.

THE BENEFITS OF BEING ON OUR TEAM:

- 4-day, 32-hour work week, Monday-Thursday
- Flexible work schedule (outside of our 9 am - 3 pm core working hours)
- Vacation entitlement starts at 3 weeks, plus an additional annual paid break over the December holiday period
- Up to 10 paid sick and personal days annually to support your physical wellbeing, mental wellbeing, and caregiving responsibilities
- After 3 months of employment, an extended health, vision and dental benefits package, which includes life insurance and long-term disability
- A completely free and confidential employee and family assistance program (EFAP) to assist with counselling, financial advice, nutrition, addiction, childcare arrangements and more



APPLICATION PROCESS



To apply, please submit one combined PDF document that includes a one-page cover letter and your resume to hiring@cpawsbc.org with the subject line: Youth Engagement Coordinator

We encourage you to use your cover letter to tell us how your background and experience align with this role and share any information about yourself that you think is important for your application. You will receive an auto-response informing you that your application has been received.

CPAWS-BC is committed to expanding a diverse, equitable, and inclusive conservation movement. We are invested in creating an organization representative of a wide variety of backgrounds, identities, cultural ways of knowing and life experiences, and welcome applications from Indigenous, Black, and racialized people, and those who face systemic barriers to employment.

We know research shows that society has conditioned communities of colour, trans and gender non-conforming people, immigrants, people with disabilities, and other marginalized candidates to more frequently not apply to a job because they don't feel that they meet all the qualifications listed even if they are qualified. If you meet some of the requirements and you are passionate about our mission, we encourage you to apply and look forward to learning more about you.

OUR COMMITMENT TO DECOLONIZATION

CPAWS-BC works on the stolen lands and waters of Indigenous Peoples. Indigenous Peoples have stewarded their territories since time immemorial and continue to do so today.

The conservation movement in Canada was founded on white supremacy and actively sought to erase Indigenous Peoples. One way was the forcible removal of Indigenous Peoples from their lands and waters, and the attempted severing from their culture. The whiteness of conservation remains in both leadership and values, which continues to perpetuate systemic oppression and erasure of Indigenous Peoples. But Indigenous Peoples have resisted and endured. As a conservation organization, we have a responsibility to decolonize our work and to ensure that we are supporting Indigenous stewardship, resilience, and resurgence.

The staff and Board at CPAWS-BC recognize that decolonization is an ongoing process that requires all of us to be actively involved and responsible. CPAWS-BC is committed to justice, equity, diversity, and inclusion within every aspect of our work to protect lands, inland waters, and ocean.