



Role Details

Department:	Administration	Date:	November 2022
Reports to:	Executive Director		

Job Purpose

The B.C. Wildlife Federation is seeking a passionate conservationist who hunts and angles to join the BCWF team as our Conservation, Hunting, Angling and Firearms Policy and Engagement Coordinator. This role will strengthen the relationship between conservation, hunting, angling, and sports shooting with the conservation community, members, elected officials and the public. The primary duties of this full-time position involve coordinating BCWF advocacy activities, creating and managing a variety of member and club engagement initiatives and special projects. This position will also engage in provincial and federal policy reviews that involve conservation, hunting, angling and firearms and their alignment with the vision and mission of the BCWF on the behalf of British Columbians and the BCWF membership.

The B.C. Wildlife Federation (BCWF) is a province-wide non-profit charitable association with over 40,000 annual members that consist of hunters, anglers, sport shooters, and conservationists. Our organization represents the interests of British Columbians whose aims are to conserve and protect B.C.'s fish, wildlife, and habitat for present and future generations.

The office is conveniently located close to Hwy 1 and the Golden Ears Bridge in Surrey, BC. Standard hours of work are Mon-Fri, 8:00 am – 4:00 pm. Occasional evenings, weekends and/or extended hours will be required to accommodate activities and events. A hybrid work model can be arranged for this position and travel will be required.

Our goal is to support a workforce that reflects the diversity of our community; including women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (2SLGBTQAI+), persons with disabilities, and others who may contribute to the diversity of our workforce, are encouraged to express their interest.

Qualified candidates may submit current resume and cover letter via email quoting "Wildlife, Hunting, and Angling Policy and Engagement Coordinator" to: jobs@bcwf.bc.ca

We thank all applicants for their interest and advise that only those selected for an interview will be contacted.

Competencies and Skills

- At least 5 years' experience hunting and fishing
- Post-secondary education in fields related to conservation, environmental sciences, or related fields, with experience in communications is an asset, but not required
- Highly effective verbal and written communication skills
- Must adhere to policies regarding confidentiality, information security, privacy, and compliance concepts
- Must be flexible, resourceful, analytical, and methodical in approach to emerging situations with the ability to act quickly and decisively in an ever-changing climate
- Outstanding coordination and organizational skills with the ability to multi-task
- Capacity to effectively manage both their time and priorities
- Effective relationship building and presentation skills
- Comfortable presenting to and facilitating group discussions
- Must have a positive attitude and work well in a team-oriented environment
- Proficient with MS Office, and a working knowledge of Social Media platforms is an asset
- Valid BC Class 5 driver's license

Core Responsibilities

- Work with BCWF team, board, committees, members, and clubs to plan and implement engagement events, on-the-ground projects and advocacy
- Build community within the BCWF, its clubs and members
- Perform research, and prepare briefing notes related to conservation, hunting, angling and firearms
- Monitor activities and publications from other conservation, hunting, angling and firearms organizations across North America
- Liaise with BCWF working groups, clubs, members, staff, board of directors, all levels of government as well as Interprovincial firearms and conservation organizations regarding the findings and offer recommendations based on research
- Collaborate with Marketing and Communications in preparing press releases and other communication materials
- Organize and lead public meetings with various groups on the behalf of the BCWF

Firearms Related:

Taking discussion with all stakeholders into account:

- Advise and support BCWF clubs, Regional Presidents, all levels of government and Interprovincial firearms and hunting organizations on related issues such as PAL/PALR/range certification, etc.
- Develop and submit views and recommendations regarding Firearm owner rights and responsibilities.
- Highlight innovative practices related to range operations and development (including range procedures), including safety, management, and environmental concerns

Salary and Benefits

- Hybrid work model available.
- Salary \$50,000 – \$70,000 based on qualifications and experience.
- Comprehensive extended benefits and vacation package available upon successful completion of 3-month probationary period.
- This posting will remain open until filled