

Safety, Logistics, and Field Coordinator - Fixed Contract

Role Details

Department:	Conservation Stewardship	Start Date:	ASAP
Reports to:	Director of Conservation Stewardship	Supersedes:	

Position Purpose

The BC Wildlife Federation supports a multitude of conservation projects across the Province. The Conservation Stewardship team works on many watershed based conservation projects including stream and wetland restoration. This position is primarily an office-based role (options to work from BCWF office in Surrey or from a home-office) to support staff who are in the field and located around BC. Although the bulk of the role will be within day-time hours, during the field season (May to October), this position will require the successful candidate to work some non-conventional hours (averaging a total of 40 hours per week) as it will require availability during evenings or weekends (as required by field staff for safety check-ins). This role will be to primarily support the Conservation Stewardship department team to ensure all project operations run smoothly and within established time frames. In addition, the Safety, Logistics, and Field Coordinator will work collaboratively with the Field Crew Pods, Conservation Stewardship Field Staff, and partners. This role requires a person who is an effective communicator, who is able to maintain strong rapport with the rest of the team and partners; enjoys a dynamic set of challenges; takes safety seriously; and is willing to embrace technology and looks for ways to make systems and processes more efficient.

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

Qualified candidates may submit their resume, cover letter, and formal or informal writing sample (sample 1 page max.) as a single PDF document via email quoting “Safety Logistics and Field Coordinator_FirstName_LastName” to: jobs@bcwf.bc.ca

Core Responsibilities

Primary Duties and Responsibilities Will Include:

- Act as the main safety coordinator / representative for field season and ensure health and safety standards are being met. Work with other HQ staff, who can serve as additional support, to ensure:
 - Monitoring and staying up to date with teams in the field (being familiar with sites, landowners travel plans etc). Monitor and maintain Safety line/inreach systems.
 - Reporting all safety incidents; and taking action/making recommendations when needed.
 - Keeping an eye on wildfires, road closures etc and field teams travel plans – updating as needed
 - Keep current on all field teams calendars and whereabouts

- Ensure to coordinate office-based support with other HQ staff when unavailable to perform this duty (e.g., field work, days off).
- Field Crew Support
 - Maintain records of field crew training and certificates.
 - Support onboarding or updating of new training.
 - Assist in identifying training opportunities for all field crew staff; and supporting logistics of this training. Sharing this duty with Wetland Assessment and Field Coordinator, and Wetland Restoration Coordinator.
 - Identify and improve field crews work flow and systems.
 - Provide logistical support to field crew teams (e.g., land owner communications, FN communications, WESP assistance).
 - Support field crew information needs, coordinate tracking and mapping systems (ie able to go into ArcGIS Online and get data for external requests when needed)
 - Assist with backend support for any issues with Survey123/Field Maps.
 - Edit/create forms/protocols (documents and Survey123) when needed.
 - Prepare and Manage site and maintenance contractors in collaboration with field crew supervisors.
 - Collate field crew environmental and social metrics and deliverables for reporting.
 - Collaborate with Indigenous Liaison to support indigenous engagement and involvement in projects.
 - Report to Director of Conservation Stewardship weekly updates
- Identify and recommend improvements for internal logistics, and improvements on achieving conservation deliverables

Learning and Assisting Roles:

- Through formal and informal training, and information exchange with key staff, contractors and partners, increase capacity to undertake broader range of restoration and conservation project activities throughout larger project cycle (i.e., restoration design, site preparation, pre-restoration monitoring, partnership development, permit applications, grant applications, request for quotes, contractor agreements, contractor management, financial and budget management).

Work Experience:

- Experience coordinating logistics with staff on multifaceted projects
- Maintaining strong rapport, and frequent communications with staff and external partners.
- Experience with administering safety protocols (with field-based staff an asset)
- Contract preparation and management
- Event planning an asset
- Customer service experience
- People management and communications
- Experience working with databases, file management, and form creation
- Knowledge of Geospatial Information Systems an asset
- Ability to problem solve and make sound decisions during crisis
- Experience training and mentoring other staff is an asset.
- Charity/Non-Profit experience is an asset.
- Experience working with First Nations is an asset.

Competencies and Skills

Knowledge, Skills and Abilities:

- Experience with administrative duties
- Proficient in Microsoft Office Suite.
- Self-starter, well organized, analytical, flexible, and detail-oriented, with the ability to manage multiple priorities and meet tight deadlines.
- Demonstrate ability in effective oral and written communications.
- Knowledge of smart data platforms (e.g., FileMaker Go, FieldMaps) and data modeling is an asset.
- Strong personal alignment with BCWF's mission, goals and values.

Education:

- Post-secondary degree in a related field