

Conservation Stewardship Coordinator

Role Details

Department:	Conservation Stewardship	Contract Type:	Full-Time, Fixed Term
Reports to:	Director of Conservation Stewardship	Start Date:	ASAP
Compensation:	\$25-30/ hour	End Date:	March 31, 2025 (+)

About The B.C Wildlife Federation

The B.C. Wildlife Federation (BCWF) is British Columbia's leading conservation organization. As a province-wide, member-driven charitable organization, with over 43,000 members and more than 100 member clubs, our organization represents the interests of all British Columbians who aim to protect, enhance, and promote the wise use of the environment for the benefit of present and future generations.

Job Overview

This Conservation Stewardship Office Coordinator position will support the ongoing needs of the Conservation Stewardship Department. The position will provide office-based assistance to field teams and the Director of Conservation Stewardship to support ongoing conservation projects. The position is hybrid (mix of working from home and from our Surrey Office). The Conservation Stewardship Office Coordinator will serve as the primary daily check-in person for field teams. They will assist in other office-based duties including the maintenance of records, field gear inventory, procurement, and communication to other service departments (e.g., HR, finance, etc.). They will work closely with the Director of Conservation Stewardship and all members of the CS team, and will have an opportunity to directly support important watershed conservation projects across British Columbia.

This is a full-time, fixed term contract with the possibility to extend up to another year.

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 and cover letter as a single PDF document via email to: Jobs@bcwf.bc.ca. Please indicate candidate's name in the subject line. E.g. CS_Office_Coordinator_FirstName_LastName.

We will review applications and conduct interviews on the rolling basis, and we encourage applicants to apply early.

Core Responsibilities

Primary Duties and Responsibilities Will Include:

Support Field Crew Logistics including duties such as:

- Identify and improve field crews work flow and systems.
- Provide logistical support to field crew teams (e.g., land owner communications, First Nation communications, Wetland Ecosystem Services assistance).
- Support tracking and maintaining inventory of equipment and materials.
- Assist in the preparation of Permits, Request for Quotes, Service Agreement Contracts and Contractor Agreements; working in collaboration with the Wetland Restoration Coordinator
- Office organization duties; inventory of equipment; maintenance of equipment; procurement of new equipment and supplies

Safety coordination of Work Pods (i.e., all CS teams in field) for field season, including:

- Monitor and stay up to date with teams in the field (being familiar with sites, landowners travel plans etc). Monitor and maintain Safety line/inreach systems. Confirm teams arrive back to base-camp accommodations at end of each day.
- Report all safety incidents; and take action/make recommendations when needed.
- Keep an eye on wildfires, road closures, hazards and field teams travel plans – and update field staff 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).

Support Director of CS and Project team dynamics, including:

- Foster positive workspace of the CS team.
- Assist in staff recognition & appreciation actions and events.
- Procurement of gear and swag
- Maintain meeting minutes of weekly CS meetings
- Additional office support to project delivery

Support Onboarding and Offboarding needs of Conservation Stewardship (CS) staff and volunteers, including:

- Posting positions, pre-screening of applications, scheduling meetings
- Onboarding new staff including ensuring staff complete training applicable to their duties
- Communicating and coordinating elements of onboarding/offboarding with other departments (e.g., finance, HR, IT, front desk, etc.)

Knowledge, Skills and Abilities:

- 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.
- Good interpersonal skills with ability to work in a dynamic, multi-faceted team environment.
- Demonstrate ability in effective oral and written communications.
- Experience working with a large team
- Knowledge of workplace safety and relevant protocols is an asset.
- Strong personal alignment with BCWF's mission, goals, and values.
- Experience with video-editing an asset.
- Experience with mapping software (e.g. ArcGIS, QGIS) is an asset.