



**Conservation, Hunting, Angling and Firearms Coordinator**

**Role Details**

<b>Department:</b>	Administration	<b>Contract Type:</b>	Permanent Full Time
<b>Reports to:</b>	Executive Director	<b>Start Date:</b>	ASAP
<b>Compensation:</b>	\$50,000-\$70,000 Annually		

**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 41,000 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**

The B.C. Wildlife Federation is looking for a dedicated conservationist with a passion for hunting and angling to join our team as the Advocacy and Engagement Coordinator. In this pivotal role, you will enhance our connections with clubs, members, and the broader conservation and sports shooting communities. Your responsibilities will include leading BCWF advocacy efforts, developing and overseeing member and club engagement initiatives, and managing special projects. Additionally, you will participate in provincial and federal policy reviews related to conservation, hunting, angling, and firearms, ensuring alignment with BCWF’s vision and mission on behalf of British Columbians and our membership. This is a full-time position focused on advancing our mission and strengthening our network.

*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](mailto:Jobs@bcwf.bc.ca). Please indicate candidate’s name in the subject line. E.g. **Advocacy\_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:

- Collaborate with the BCWF team, board members, committees, and affiliated clubs to plan, organize, and execute major public events,
- Create educational outreach programs centered on outdoor skills development..
- Provide engaging social media content to promote and support event distribution.
- Perform research, and prepare briefing notes related to conservation, hunting, angling and firearms issues
- 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
- Work closely with the Marketing and Communications team to craft and develop and distribute communication and promotional materials.
- Collaborate with the Business Development team to identify, secure, and manage sponsorships and funding opportunities.
- Design and oversee budgets annual budgets including events and advocacy-related programs. Monitor financial performance, track expenditures, and ensure efficient use of resources.
- Provide expert advice and support to BCWF board, clubs, members, government officials , and interprovincial firearms and hunting organizations on critical issues.
- Develop and present informed views and recommendations on firearm owner rights and responsibilities, advocating for policies that align with the organization’s mission and the needs of the community.
- Identify and promote best practices in range operations and development, including procedures related to safety, management, and environmental stewardship. Highlight and disseminate innovative approaches to enhance range effectiveness and sustainability.

### Membership:

- Strengthen relationships with clubs and members to support the organization’s mission.
- Seek out and build relationships with prospective clubs and members
- Work proactively to collaboratively develop, gain buy-in and support for key initiatives and policies.
- Address and resolve any issues or concerns raised by clubs or members related to the role, ensuring their needs are met and their voices are heard.
- Develop and implement effective engagement strategies to enhance member participation and satisfaction. Facilitate regular communication and feedback loops to strengthen relationships and encourage active involvement.
- Develop and execute comprehensive strategies for recruiting new members and clubs. Identify target audiences and create tailored outreach plans to engage potential members and clubs.
- Represent BCWF at events, meetings, and networking functions to promote membership and partnership opportunities.

## Skills & Competencies

- Minimum of 5 years of hands-on experience in hunting and fishing, demonstrating practical knowledge and a deep understanding of outdoor activities.
- Post-secondary education in conservation, environmental sciences, or a related field is preferred. Experience in communications is an asset but not mandatory.
- Excellent verbal and written communication abilities, with a proven track record of effectively conveying information and engaging diverse audiences.
- Strong adherence to policies on confidentiality, information security, privacy, and compliance, ensuring all sensitive information is handled appropriately.
- Highly flexible, resourceful, and analytical with a methodical approach to emerging situations. Ability to act swiftly and decisively in dynamic and evolving environments.
- Exceptional coordination and organizational abilities with a demonstrated capacity for multi-tasking and managing complex projects efficiently.
- Proven ability to manage time effectively, prioritize tasks, and meet deadlines in a fast-paced setting.
- Strong interpersonal skills with a talent for building and maintaining positive relationships. Skilled in presenting information and facilitating group discussions.
- Positive attitude with the ability to work well in a team-oriented environment, contributing to a collaborative and supportive workplace culture.
- Proficient in MS Office applications (Word, Excel, PowerPoint). Familiarity with social media platforms is advantageous.
- Valid BC Class 5 driver's license required for travel and fieldwork.