LTHFA Coordinator

Role Details

Department:	Education and Volunteer Engagement	**Start Date:**	December 1, 2026
Reports to:	Director of Operations, Education, and Engagement	**End Date:**	December 1, 2027 (with possibility for renewal)

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 40,000 members and more than 95 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 – LTHFA Coordinator

Reporting to the Director of Operations, Education, and Engagement, the Learn to Hunt and Fish Academy (LTHFA) Coordinator plans, delivers, and evaluates the Learn to Hunt and Fish Academy, which introduces new hunters and anglers to safe, ethical, and conservation-minded outdoor pursuits.

The LTHFA Coordinator will work closely with BCWF members, member clubs, sponsors, retail partners, and the public to develop program curricula, organize and lead events and workshops, and grow participation in hunting and angling. This role will use participant feedback and event data to shape program offerings, support clubs in delivering their own events, and encourage participants to become BCWF members.

Core Responsibilities

Program Development and Evaluation

- Gather data and feedback from members and the public (potential members) to help choose program and course topics.
- Develop program curricula for internal (BCWF) and external (club) use.
- Create surveys, collect feedback, and analyze events and participant data.
- Generate event reports linked to program key performance indicators.

Event Planning and Administration

- Schedule events.
- Contact hosts, venues, and presenters.
    - Initiate contact, gauge interest and willingness, and confirm involvement.
    - Secure venues.
    - Develop compensation agreements.
- Acquire event permits, if required.
- Coordinate orders and payments for supplies, presenters, and venues.
- Schedule and organize workshops and presenters.
- Schedule and attend regular LTHFA events.
    - Set prices.
    - Set up events in the myBCWF client relationship manager platform.
    - Track registration.
    - Follow up on expectations, requirements, and timelines.
    - Confirm event details.
- Collect photographs of event participation.

LTHFA Coordinator

Core Responsibilities

Program Delivery and Participant Engagement

- Lead new hunter and angler workshops and orientations.
- Follow up with event participants, venues, presenters, and sponsors, encouraging BCWF membership.

Partnerships, Sponsorships, and Club Support

- Contact sponsors and retail partners for programming support and involvement.
- Apply for grants in collaboration with the grant-writing team.
- Collaborate with clubs to share LTHFA resources, including curricula.
- Collaborate with clubs to support their events and boost membership.
    - Attend events where possible.

Communications and Promotion

- Work with Marketing and Communications staff to create event content and promotional material.

Requirements, Competencies, and Skills

Experience Requirements:

- 2+ years' experience coordinating and delivering events or educational programs.
- Personal hunting and/or angling experience in British Columbia is an asset.
- Experience developing curricula, workshops, or training materials is an asset.
- Current CORE graduate certificate or willingness to attain CORE certification.
- Possession and Acquisition Licence (PAL) preferred or willingness to obtain.
- Valid B.C. Class 5 driver's licence and willingness to complete BCWF vehicle training.
- Experience using Client Relationship Management software is an asset.
- Experience with sponsorship outreach or grant applications is an asset.

Knowledge, Skills and Abilities:

- Must have a strong personal alignment with BCWF's mission, goals and values. (Candidates are asked to review details on our website).
- Must be proficient in Microsoft Office Suite.
- Must have excellent written and verbal communication skills, including superior customer service attributes, a professional demeanour, and a positive attitude.
- Must be well organized, analytical, flexible and detail-oriented, with the ability to manage multiple events, priorities, and deadlines.
- Must be capable of working independently and within a dynamic, multi-faceted team environment.
- Must have strong inter-personal skills, capable of building professional relationships with clubs, volunteers, sponsors, and partners virtually and in-person.
- Able to lead workshops and presentations for groups of new hunters and anglers.
- Must complete a Criminal Record check for working with youth and vulnerable adults upon hiring.

Position Terms

This is a part-time position of 16 hours per week at $25-$27 per hour, depending on experience. This position offers a hybrid in-office and work-from-home model, depending on business needs. The office is conveniently located close to Hwy 1 and the Golden Ears Bridge. Bus stops are also nearby. This position will require travel to LTHFA and club events, including driving the BCWF truck. Evenings and weekends will be required to accommodate events, and hours may vary with the program schedule.