



## Stewardship Coordinator (in-person and remote)

**Organization:** Everett Crowley Park Committee

**Location:** Vancouver, BC

**Part-time:** Up to 15 hrs/week (flexible days, some evenings & weekends)

**Term:** February 2024 - December 2024

**Wage:** \$26-28/hr

**Minimum Experience:** Intermediate - Experienced

The Everett Crowley Park Committee (ECPC) is a sub-committee of the Champlain Heights Community Association (CHCA) and is made up of park users and local residents who are working to see this green space protected and enhanced for the long term. The ECPC liaises with the Vancouver Board of Parks and Recreation on management issues and improvement projects.

We celebrate diversity and are committed to fostering an inclusive workplace that respects and expands the community that we serve.

ECPC is seeking a motivated and organized individual to coordinate and support stewardship activities, with the goal of working towards supporting resilient ecosystems in Everett Crowley Park. The work schedule has flexibility but requires regular weekly work.

### Duties

- Coordinate and lead environment/stewardship activities: organize volunteers, build connections with the community and organizations; event/program planning, promotion & hosting; public outreach and education; liaising with the Park Board
- Review and research invasive species management techniques, help develop invasive species & restoration planning for Everett Crowley Park, and keep up to date on best practices by attending local conferences and workshops
- Work with staff and volunteers to monitor invasive species and maintain maps of Everett Crowley Park
- Create content on stewardship programs for social media, communications, and promotional materials (website, social media, email newsletter, blog posts, articles, etc.)
- Maintain email communications, databases, and other administrative tasks
- Write grants, prepare reports and keep data tracking as required for ECPC and funders
- Research and establish relationships with 3<sup>rd</sup> party organizations for sponsorships
- Work with the Everett Crowley Park Committee and Champlain Heights Community Association on various events, projects, program planning, and tasks as needed to help run the committee
- Attend ECPC meetings and CHCA meetings as needed

## **Qualifications**

### **Education, Training and Experience**

- Diploma or Bachelor's degree in a related field, or similar lived experience
- Experience in habitat restoration, ecology, parks, or related work, preferred with BC ecosystems
- Familiarity with the Champlain Heights community is preferred but not necessary
- Experience working with volunteers of all ages and abilities
- Working knowledge and appreciation of environmental issues, and shared values and mission of the Everett Crowley Park Committee
- Experience in developing and/or delivering social media posts, promotional materials and resources
- Working knowledge of computer software including GIS mapping software, Microsoft Office (i.e. Excel) is an asset
- Experience in grant writing application and reporting

### **Required Licenses, Certifications and Registrations**

- Police Information Check
- Standard First Aid with CPR-C-AED (can be completed during the first month of employment)

### **Abilities and Skills**

- Experience participating in and/or coordinating community volunteer projects
- Experience with online communication and social media
- Ability to engage with a variety of community members and program partners
- Strong interpersonal, communication and leadership skills
- Ability to work independently and manage time: organize and manage multiple priorities, meet deadlines, able to work flexible hours (evenings/weekends)
- Willingness to get dirty, and working frequently outdoors rain or shine
- Willingness to learn
- Ability to lift objects of about 30 pounds

### **Working Conditions:**

- This is a part-time (while flexible), in-person and remote position based in Vancouver, British Columbia, Canada.
- Personal computer and reliable internet connection required
- The successful candidate will be required to work some evenings and weekends as necessary.

**Application procedure:**

**Apply by:** Applications considered until beginning of February or until role is fulfilled.

**Email only to:**

- Damian Assadi, Everett Crowley Park Committee:
- ecpcstewards@gmail.com

Please state "Stewardship Coordinator" followed by your name in Subject Heading.  
Send both your cover letter and résumé as attachment(s).

We thank all candidates but only those receiving an interview will be contacted.