

Employment Opportunity: Friends of Fish Creek Provincial Park Society



Position: Community Engagement & Communications Coordinator

Term of Employment: November 2, 2020 to end of October, 2021 (with the possibility of extension)

Hours: Part-time, 20 hours/week, with a possibility of becoming full-time, depending on funding

Wage: \$18/hour to start

Location: Fish Creek Provincial Park, south Calgary, AB

Application deadline: October 11, 2020 at midnight

Are you highly organized, have a passion for the environment, and have shown that you can work cooperatively and as part of a team with volunteers and others? Do you enjoy coordinating groups of people and have a high degree of technical/computer literacy? If so, please apply!

The **Friends of Fish Creek Provincial Park Society** is a Provincial Park-based charitable organization looking to expand our team with the addition of a part-time **Community Engagement & Communications Coordinator** for a preliminary 1-year contract.

The Position: This dynamic new position will help us to support the long-term management and continued stewardship of Fish Creek Provincial Park through a focus on communications, data collection and public programming. The successful candidate will work in a supportive position to the Friends of Fish Creek Communications Manager and Community Engagement Manager to coordinate and implement programs, help find new ways of collecting and sharing important public engagement-related data and continue with the important communications tasks that help us stay connected in the community.

Duties can be divided into two core areas:

- Community Engagement activities:
 - Helping to develop a system for collecting, reporting, evaluating and sharing public engagement statistics relating to all community outreach and engagement activities, and assist with associated public engagement opportunities;
 - Program and volunteer coordination of Fish Creek Speaker Series, Birding Course, Fish Creek Ambassador program and general community events/outreach opportunities;
 - Coordination and delivery of Learning Naturally youth and family programs;
 - Shared coordination of public and volunteer appreciation events.

- Communications activities:
 - Print and written publications, including quarterly newsletter and our annual report;
 - Website maintenance and updating, as well as the use of additional online platforms;
 - Coordination of memberships and program fee payment, with a focus on using technology to increase efficiencies in program delivery.

The successful candidate will also be involved in general administrative and communications activities as needed, including all aspects of volunteer management, and work closely with Managers in the development and reporting of program outputs and impacts to ensure planned deliverables are achieved. Some evening and weekend work will be required.

The successful candidate will have the following qualifications:

- Proficiency with Microsoft Office and WordPress (or other website platform)
- The willingness to learn on-line platforms including Square, Eventbrite and Better Impact
- Experience with video recording, editing and uploading to YouTube would be an asset
- A strong understanding of branding, style, layout and design
- Experience with Adobe design software would be an asset
- Strong written and spoken communications skills in the English language
- Strong interpersonal skills and comfort in public speaking
- Experience working with volunteers and community partners
- Comfortable facilitating groups
- General knowledge about ecology, invasive species, riparian health – and of Fish Creek Provincial Park - is a strong asset
- Awareness of conservation messaging, ability to learn and communicate to public in innovative ways
- Friendly and outgoing personality, interest in communicating and engaging with community members
- Able to adapt quickly to evolving situations and work on multiple projects simultaneously
- Standard First Aid certificate with CPR preferred, but will train
- Access to a reliable vehicle and hold a valid driver's license

Successful candidates must meet the following funding requirements:

- Be between the ages of 15 and 30 (inclusive) at the time of application;
- Be a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada;
- Be legally entitled to work according to the relevant provincial/territorial legislation and regulations;
- Be underemployed or unemployed, and have completed a post-secondary college or university diploma or degree program (cannot currently be in school);
- Cannot be receiving Employment Insurance benefits at time of placement.

If hired, you will be required to obtain a Police Information Check/Vulnerable Sector Check.

[Click here to complete the on-line application form and upload your resume, cover letter and a sample of your written, design, and/or web-based work in ONE single file, titled with your first & last name \(either PDF, JPG or DOC\)](#)

Your work sample can be anything from a poster, article, screenshot of a webpage you have designed, or anything else that will show us your creativity and writing style.

****Only applications submitted via the online form will be accepted.****

The Friends of Fish Creek would like to thank all applicants for their interest.

Only candidates selected for an interview will be contacted.

For more information about the Friends of Fish Creek, please visit our website at:

www.friendsoffishcreek.org