



## Stewardship Coordinator Job description

<b>Job title</b>	<i>Stewardship Coordinator, 30 hours/week (1 year maternity leave coverage, with opportunity for extension subject to funding)</i>
<b>Reports to</b>	<i>Executive Director</i>

### Job Purpose

The Stewardship Coordinator is responsible for coordinating ecological stewardship projects at Greenways Land Trust, and for working with the Greenways Board of Directors and with other staff to fulfill the organization's mission to restore, sustain and protect natural areas and critical habitats, particularly ecological and recreational greenways, for the benefit of the Campbell River community.

This position will initially provide temporary coverage of the tasks of the Communications and Office Manager.

### Duties and Responsibilities

#### Stewardship Projects

##### **Invasive Species (15%)**

- Coordinate Greenways' Japanese knotweed and Scotch Broom control programs in consultation with the City of Campbell River
- Manage contractors and volunteers, obtain all necessary permits and permissions for control programs, including landowner outreach on private land
- Work with City staff to develop press releases
- Provide project reports and budget information to the Executive Director as required

##### **Greenways Conservation Team (10%)**

- Organize biweekly Greenways Conservation Team workdays including notification to regular volunteers, and publicity of larger special events
- Work with other Greenways staff to determine priority tasks for workdays
- Ensure that workdays are carried out safely and are rewarding for the volunteers involved

##### **Streamkeepers (20%)**

- Attend monthly Campbell River Urban Streamkeepers meetings and provide administrative support
- Support Streamkeepers in carrying out projects and events

#### Community Outreach (25%)

- Organize and publicize community outreach events, including Greenways' Interpretive Walk series, movie nights, attendance at community festivals and events, annual Broom Bash, TD Trees Days, etc.
- Review and renew Laughing Willow Community Garden Agreement and act as the main Greenways contact for this agreement

#### Marketing, Fundraising & Communications (15%)

- Update website and social media; oversee monthly email newsletter; prepare event press releases for conventional media
- Review Greenways marketing plan annually and promote Greenways in the community
- Develop and manage an annual fundraising event (currently a Christmas e-auction of wildlife experiences)

**Members, Volunteers and Donors (5%)**

- Maintain the member database and ensure recognition of new and returning members
- Assist with updating the volunteer spreadsheet
- Create and build relationships with community organizations as opportunities allow to grow our volunteer base and raise public awareness of Greenways' activities in the community
- Acknowledge donors with a written thank you in a timely fashion.

**Organization Administration (10%)**

- Contribute to the development of the Greenways annual workplan
- Write monthly board report, and attend Board of Directors meetings as necessary
- Oversee regular organization administration
  - Submit BC Society Registration
  - Organize Annual General Meeting
  - Maintain insurance coverage and liaise with other service providers regarding office services
  - Collect mail, oversee stationary orders, etc.
- Support annual grant applications including BC Gaming, City of Campbell River Community Partnerships, and Government of Canada Summer Jobs Program
- Lead the development of the Greenways Annual Report

**Team Development**

- Attend regular staff meetings; report on activities to other team members, and work together to problem solve individual or group difficulties
- Engage with other staff to develop positive, open, and effective team relationships
- Liaise with other team members to ensure project goals are achieved
- Participate in professional development activities as available to ensure continual development of job skills and job satisfaction

**Other:**

- Carry out other duties as required by the Executive Director and the Board

**Qualifications**

- Educational background or work experience in a field of environmental studies, ideally in a non-profit organization.
- Professional, resourceful, motivated, patient, friendly, and self-reliant team player with excellent organizational and communication skills
- Excellent writing skills
- Proven ability to develop and maintain effective cooperative relationships
- Some weekend and evening obligations (approximately 1-2 days/month)
- Access to own transportation is desirable
- Valid Level 1 First Aid is desirable

October 2018