

Outreach and Engagement Assistant (Community Organizer)

Position Duration: Full-time (35 hrs/week) until August 30, 2024, with the possibility of extension depending on funding.

Pay: \$21.00/hr

Application Deadline: May 31, 2024

Start Date: June 17, 2024

Location: Home office-based with in-person work in Coquitlam and surrounding areas

Position Description:

Watershed Watch Salmon Society is seeking an Outreach and Engagement Assistant to support our summer events and community outreach activities in Coquitlam and the surrounding areas. This position includes interacting with citizens on Watershed Watch's campaigns and areas of focus, through community events, outreach, and compelling social media posts. The Outreach and Engagement Assistant will support the Science and Communications Coordinator with volunteer recruitment, retention, and interaction tasks. They will also provide support with small-scale event planning and other relevant responsibilities.

Through this position, the successful applicant will receive training and experience in Watershed Watch's campaign issues (restoring salmon habitat, water management, fishery management, defending from threats such as salmon farms and climate change), as well as skills in environmental communication, interpretation, community engagement, and small-scale event/project organization and implementation. The position offers a wide range of learning opportunities and room for creativity.

***Please note: This position is contingent upon the candidate meeting all eligibility requirements of the Canada Summer Jobs program (see below).**

Responsibilities:

- Learn about and proficiently communicate the issues Watershed Watch works on.
- Prepare for and attend public events on behalf of Watershed Watch.
- Work with staff to plan our general outreach strategies.
- Help identify public events and coordinate our attendance.
- Help coordinate volunteers.
- Gather and enter data.
- Support social media strategy and online correspondence with fellow non-profits and supporters.
- Work with our Communications Team to create social media and blog content related to events and engagement to share on Watershed Watch's online platforms.
- Assist staff with occasional administrative and clerical tasks.
- Assist with donor stewardship, including corporate donor outreach.
- Set up and manage displays at local businesses and other locations.

Required Qualifications:

Eligible applicants must satisfy all the following criteria:

- Desired level of education: Post-secondary (university, community college, CEGEP, technical institute)
- Must have a valid B.C. Driver's License and access to a vehicle (work requires moving tables, a large tent, and other materials for events so public transit is not suitable; mileage and parking will be reimbursed).
- Laptop and reliable internet connection.
- This is a Canada Summer Jobs position and all candidates must:
 - Be between 15 and 30 years of age at the start of the employment.
 - Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment.

The ideal candidate will possess the following:

- Ability to work from their own home office and be available to work in person in the Coquitlam/Lower Mainland region. Some evening and weekend work will be required.
- Laptop and reliable internet connection.
- Demonstrated experience in a communications, science/research, or educational role (preferably in a conservation-based or similar organization).
- Some knowledge or experience with issues facing B.C.'s wild salmon and the waters they swim in and are comfortable acting as an advocate for wild salmon.
- Thorough, hard-working, professional, and make valuable contributions to the teams you work with.
- Organized, self-motivated, and understand your role within the broader goals of our organization.
- High standards for communication and are adept at conveying important messages to your colleagues and members of the public.
- Think creatively and react positively to challenging and changing circumstances.

About us:

Watershed Watch is a registered charity working for the conservation and restoration of B.C.'s wild salmon and their habitats. We use scientific expertise, strategic alliances, public education, citizen engagement, and innovative projects to tackle threats to salmon and promote solutions.

Watershed Watch Salmon Society is an equal opportunity employer that respects individual human rights in Canada, including the values underlying the Canadian Charter of Rights and Freedoms and other rights. We are a small, but diverse team that makes every effort to foster an open and transparent work environment. We value and strive to develop a healthy work/life balance for all staff.

To apply:

Please submit a cover letter and resume in **one file** to admin@watershedwatch.ca. When submitting your application please include your first and last name in the attachment file, such as: "Ann_Smith_OE Assistant.pdf." Please note that while we appreciate all interest, only those candidates selected for an interview will be contacted.

