



BUILD A CITY. BUILD A FUTURE.



STEWARDSHIP PROGRAMS COORDINATOR (COMMUNITY SERVICES COORDINATOR 1)

Term – 9 Months

Scope

Join our dynamic Urban Forest Stewardship team and help us engage the community in caring for Surrey's shade trees and natural areas. We are looking for an innovative and collaborative individual to be our next Stewardship Programs Coordinator. This is a professional level of work related to the development, promotion and delivery of environmental stewardship services and programs to the community, with a focus on public communications and volunteer programs.

This is a 9 month full-time term position. Frequent weekend and some evening work will be required.

RESPONSIBILITIES

As a Stewardship Programs Coordinator, you will help oversee a team of staff and volunteers to increase awareness and care for Surrey's natural areas and shade trees. You will:

- Exercise a significant degree of judgment and initiative
- Develop, promote and deliver a wide range of programs and projects including public communications, invasive plant removal and tree planting volunteer activities, public events, and other environmental education and stewardship initiatives
- Demonstrate strong leadership ability in coordinating, supervising and scheduling junior staff and volunteers
- Assist in developing and implementing marketing and communications plans
- Produce high quality written educational and promotional materials, including park signage
- Demonstrate effective verbal communication skills
- Establish and maintain effective working relationships with volunteers, program participants, staff and the public
- Share your knowledge of local native and invasive flora and fauna
- Carry out various organizational and administrative duties, and perform other tasks as required
- Have the physical co-ordination and stamina necessary to carry out the duties of the position

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QUALIFICATIONS

- Completion of grade 12 supplemented by graduation from a recognized university or college level program in a related field
- Three years of progressively responsible experience (including supervision) in a related field
- Valid class 5 BC driver's license with a safe driving history

Applicants under consideration will be required to consent to a Police Information Check/Vulnerable Sector Check.

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