



Do you want to work with a team of exceptionally talented and bright people to make a real difference in the world?

Are you detailed oriented, thrive on managing diverse projects and enjoy bringing them to life?

LOCATION: Kamloops (Hybrid office/remote)

The British Columbia Conservation Foundation (BCCF) is seeking an energetic, organized and adaptable person to fill the fast-paced role in project management. The ideal candidate will possess both work and life experience in the natural environment. This ideally includes education in the environmental sector. The individual brings a positive can-do attitude to the job, as well as a willingness to learn, adapt, and respond quickly while maintaining a high standard of attention to detail. This is primarily an office-based position.

JOB DESCRIPTION

Project Coordinators are responsible for providing project management and services including; applying for and administering grant related projects, managing assigned projects, hiring contractors and staff, and liaising with our partners. The **Project Coordinator** reports to the Regional Manager.

Tasks of the Project Coordinator may include:

Implement and manage projects and contracts to completion

- Manage budgets and financials as developed with colleagues and our project partners, provide updates and associated project reports, invoices and summaries
- Serve as a day-to-day liaison with other agencies and partners for which the BC Conservation Foundation provides services
- Respond to requests for contract management services including contract development, creating project plans, setting up timelines, deliverables and deadlines
- Prepare and submit grant applications and/or proposals and reporting

Hire workers

- Handle aspects of staff recruitment as required. This may include:
 - Compose job descriptions, post on the website, advertise, review resumes, and shortlist candidates
 - Schedule interviews in conjunction with project partners/technical leads
 - Support employee onboarding needs
 - Support payroll
- Negotiating/creating subcontracts and tracking the life of the project



Support field staff

- Work in conjunction with the BC Conservation Foundation's Safety Coordinator to set up safety support for staff
- In conjunction with the Safety Coordinator confirm that all field staff have appropriate first aid supplies and safety equipment
- Provide direction to employees and address employee concerns in a professional and confidential manner

Other tasks as agreed and assigned by the Regional Manager and/or Executive Director

QUALIFICATIONS:

- Post-secondary education
- Ability to manage projects from initiation to successful completion within strict deadlines and within budget

ASSETS:

- Post-secondary education related to environmental sciences, which may include Renewable Resources in management, fish, wildlife and recreation, BSc. in Biology or related diploma
- Field experience and knowledge of field safety protocols
- Good communications and writing skills
- Experience with supporting grant applications and report writing
- Demonstrated proficiency in MS Office
- Experience with CRM systems

ADDED SKILLS:

- Passion for biodiversity, conservation and sustainability
- Passionate about equity, diversity and inclusion with the ability to support purposeful change
- Sound analytical problem solving
- Excellent interpersonal skills
- Ability to work on a variety of tasks both independently and as a supportive contributor to the team
- Understanding of environmental projects and field work
- Ability to manage a changing workload
- Ability to multitask and work in a fast-paced environment, while simultaneously being highly organized
- Ability to edit technical reports
- Ability to maintain confidentiality



NOTES:

In your cover letter, tell us why you are passionate about conservation in BC and your experience in managing projects.

All short-listed applicants will be required to complete a Word and Excel proficiency test as part of the interview process.

Apply with your cover letter and resume at: <https://bccf.com/opportunities/employment>

Anticipated Start date: August 15, 2022 or as soon as possible

- **Wage:** \$23-\$26
- **Hours:** 4 days per week (30.0 hours a week) – *flexible work hours*
- **Term:** Permanent position with a 3-month probation period

Additional perks:

- Extended Benefit plan available after 3 months.
- Amazing work culture with smart colleagues, working on the environmental issues around BC.
- A chance to make an impact on the health of our province and planet.

Closing Date: *Monday, July 25th. Applications reviewed on a rolling basis and posting may close early.*

We recognize the importance of a diversified workforce, and we encourage women, Indigenous People(s), First Nations, and Métis candidates, members of visible minorities and persons with different abilities to apply.

While the BC Conservation Foundation does not currently have a mandatory COVID-19 policy, we take The BC Public Health Officer's guidelines seriously. Many of clients have enacted mandates that stipulate vaccination requirements be met by their workers and contractors. In light of this, we encourage all BC Conservation Foundation employees, our contractors and volunteers to be fully vaccinated before entering client mandated worksites, unless having a properly supported human rights exemption reflected under the provisions of the BC Human Rights Code.

The BC Conservation Foundation respectfully acknowledges that we operate on the traditional and unceded territory of many Indigenous Peoples throughout British Columbia.