



LANGLEY ENVIRONMENTAL PARTNERS SOCIETY

JOB DESCRIPTION: JOB CREATION PARTNERSHIP PROJECT COORDINATOR

Description:

Langley Environmental Partners Society (LEPS) is a non-profit, partnership-driven organization formed in 1993 to protect and restore the natural environment through education, cooperation and action.

Pending funding support, LEPS is offering a work experience and skill development project that will provide participants with experience and skills development focused on engaging youth in environmental stewardship and agriculture sustainability.

We are currently seeking one full-time Project Coordinator to coordinate and supervise all aspects of the Job Creation Partnership Project. The Project Coordinator will have an environmental science/studies education with strong leadership experience and project management skills. This person will be responsible for providing direction and supervision to project participants, as well as administering project reporting. The position includes working outdoors in all weather conditions, leading participants in environmental education and habitat restoration projects at various indoor and outdoor venues.

Key Responsibilities and Duties

This position will oversee the smooth operation of the Project, specifically:

- Recruiting, selecting and supervising project participant positions
- Project programming and planning
- Scheduling activities (skills development, mentorship, partner networking, evaluations, etc)
- Working outdoors alongside staff, participants and volunteers
- Creating public awareness around the project (media, public presentations, etc)
- Liaising with staff and community partners
- Teambuilding, leadership and conflict resolution
- Project administration (budgeting, tracking measurables)
- Preparing evaluation process and final reporting

Qualifications

Education:

- University degree/College diploma in field related to Environmental Science/Studies **and/or** relevant direct experience in leadership and environmental project management.

Experience:

- Work Experience: Experience in team management, working with youth, group facilitation, environmental projects
- Knowledge and experience in the following topics: Strong understanding of watershed stewardship, sustainable agriculture, habitat restoration and local environmental issues an asset.

Individual qualities:

- Strong leadership and organizational skills

- Self-starter, stable, enthusiastic, adaptable, strong verbal and written communication skills
- Demonstrated ability to organize, lead and facilitate groups
- Ability to act as a positive role model and develop positive relationships
- Understanding of environmental sustainability issues
- Demonstrated experience managing projects
- Comfortable with physical outdoor work and office work
- Valid Class 5 drivers license
- Work well independently AND as part of a team. Must be able to multi-task!

Condition of hire:

Clean Criminal record review

Work schedule: 8:00 am to 4:30 pm/Monday to Friday/ up to 72 hours bi-weekly plus weekend work when required

Wage: \$18.00 per hour