



**Contract Posting - Cumberland Community Forest Society
Program Coordinator: Engagement and Events**

The Cumberland Community Forest Society (CCFS) requires an energetic and highly organized community builder for the position of Program Coordinator: Engagement and Events to support the exciting engagement and event activities of the CCFS on a contract basis. The approximate time commitment is 35 hours/month @ \$30/hr. Activities undertaken by the contractor will be determined by, and delivered in collaboration with, the Executive Director of the CCFS. This position has the potential to grow based on skills and interests of a successful applicant. The CCFS would like to find a resident of Cumberland for this work.

ABOUT THE CCFS

The Cumberland Community Forest Society (CCFS) is an environmental non-governmental organization (ENGO) based in the Village of Cumberland in Comox Valley of Vancouver Island. It is both a registered charity and a registered society. The CCFS has three major areas of activity: a) Land and Watershed Protection, b) Stewardship and Community Engagement and c) Events

a) The CCFS is engaged in land and water protection through the purchase of threatened forest lands in and around Cumberland. Since 2005, the CCFS has negotiated the purchase of over 500 acres of forest lands that are now a community park. They are currently pursuing an additional 40-acre purchase in the Lower Perseverance Creek Corridor and are collaboratively developing strategies for watershed protection in the Perseverance, Trent, and Comox Lake Watersheds.

b) The CCFS is a lead organization for several stewardship projects and events including the Perseverance Streamkeepers, the Cumberland Western Toad Project, the Cumberland Bat Project, the Biodiversity Series, Forest Stories Project, BioBlitzes and School and community education programs and presentations.

c) To support our land protection and stewardship work, the CCFS coordinates several significant fundraising events throughout the year including a biannual CCFS Trivia Night, Earth Week, Science Pubs, the Cumberland Home and Garden Tour, and Fungus Fest. The CCFS also supports other organizations in the delivery of their events, including providing a professional bar service, which results in donations to the CCFS. These events include: The Cumby, The Perseverance Trail Run, Market Day, Foggy Mountain Fall Fair, Mind Over Mountain Adventure Race and others.

CONTRACT ACTIVITIES and DELIVERABLES

Contract deliverables will include:

Volunteer/Community Engagement:

- Coordinate volunteer lists, orientations, schedules, and outreach.
- Manage volunteers, or specific crews of volunteers, during events and programs
- Support partnerships/collaboration with local businesses, organizations, and local government

Event Planning:

- Participate in creative program and event design and presenter outreach
- Coordinate programming and production schedules
- Coordinate venue / location design

Event Logistics:

- Venue rental coordination, access coordination, venue set up/tear down
- Ensuring insurance, licenses (e.g., gaming, liquor) are in place
- Coordination of A/V requirements, printed materials for events
- Presenter liaison / appreciation
- Coordination of purchasing, cash handling, merch sales, door prize solicitation/thanks.
- CCFS inventory management (merch, prizes, info, signage, tents) at CCFS HQ
- Post event wrap up - invoices, rentals, returns, appreciation

Communications/Social Media Engagement:

- Documentation of events
- Social Media Management at events/ programs
- Coordination, distribution of marketing materials
- Writing flyer/leaflet, social media, web, and media content

Other activities: As required in support of the CCFS.

QUALIFICATIONS

The contract opportunity is open to anyone who is:

- Passionate about the environment, education, climate resilience, community building.
- A positive, professional, and responsive communicator (written, spoken, digital)
- Highly organized, self directed, skilled at schedule juggling and multitasking.
- Has a successful track record in event, meeting, and volunteer coordination
- Experienced in developing positive and supportive relationships and community partnerships
- Highly competent in various email platforms, cloud-based data management and file sharing systems (Google Drive, Dropbox), WordPress, social media, and other common mobile apps.
- Reliable and confident, with an ability to see tasks through from concept to completion.
- Experience in representing an organization within a community, at events or meetings.
- Creative, flexible, resilient, and able to respond to issues and re-organize plans with grace.
- Passionate about justice and equity and has a desire to engage in the ongoing process of understanding the social and cultural intersections of community life.

BONUS QUALIFICATIONS

- Serving it Right licensee (or ready to get it!) and bar management experience.
- Technical (audio/video/lighting/electrical)
- Videography, graphic design, visual arts, or photography skills
- Ecological / Stewardship education, training and/or experience
- Teaching or Facilitation experience
- Access to truck, van, or trailer for events

REPORTING

The Program Coordinator works with and reports to the CCFS Executive Director. The Program Coordinator will be expected to self-manage the coordination and execution of tasks and follow a work plan developed in collaboration with the Executive Director to ensure that tasks are clearly understood, achievable, and prioritized.

The Program Coordinator will be required to prepare a brief written progress report (monthly) and a monthly invoice for hours/ expenses to the CCFS Executive Director.

SERVICE DELIVERY

This position is tied directly to specific events/ dates and there is an expectation that the program coordinator will be available for events, many of which are held on evenings or weekends. Other work and planning meetings with CCFS Executive Director and project partners can be scheduled based on mutual availability. There is also a 'jump desk' available in the Executive Directors home based office for collaborative working sessions.

The Program Coordinator will provide their own office from which to work, and provide all equipment (e.g., computer, telephone) required to produce the contract deliverables. All printing costs (including ink for personal printers) will be covered by CCFS. Mileage / expenses will be covered for activities outside of the Comox Valley.

EVALUATION

The Program Coordinator will be evaluated based on the success of meeting the deliverables in the contract and the work plans referenced above. The Program Coordinator contract will be reviewed after 6 months at which time the contractor and CCFS may enter a mutually agreeable 1-year, renewable contract. Contract reviews will be completed by the CCFS Executive Director.

OWNERSHIP OF PRODUCTS

The CCFS will own all products, materials, photographs, and any intellectual property developed under this contract. At any time when requested, and upon termination of the contract, the Program Coordinator must provide original copies of all documents and materials to the Executive Director or ensure that they are archived appropriately on the CCFS cloud-based system.

APPLICATION DETAILS

Applicants are encouraged to highlight their relevant skills, experiences, and educational background as well as provide insight into personal interests, and connections to the Comox Valley's social, cultural or environmental fabric.

Interested applicants are required to electronically submit a resume and one-page cover letter (in PDF format) as well as up to 5 links or attachments demonstrating past events, projects or marketing/written content developed to meaghan@cumberlandforest.com by March 21th 2022 at midnight.