

## **Job Description for CCCSA Program Coordinator**

### **About CCCSA**

Crooked Creek Conservancy (CCCSA) began in 1996 with a group of conservation-minded residents responding to the rapid industrialization of Athabasca County's boreal forest. We became a registered charity in 1998, and an Environment Canada Eco Gift recipient in 2000. Our volunteer organization works out of the historic Canadian National Railway (CNR) Train station in the Town of Athabasca. We strive to promote and support environmental stewardship values and awareness in the Athabasca region.

### **Program Coordinator Role**

Under the direction of the CCCSA Executive team, the Program Coordinator will be responsible for the continuation of current community science programs and the development and implementation of new outreach programs designed to raise the awareness of, and appreciation for, our natural environment and biodiversity. This role involves managing program activities, coordinating with partners, and liaising with local community groups and schools. The Program Coordinator will work to implement innovative and impactful programs that foster environmental awareness and stewardship in a time of climate change.

### **Key Responsibilities**

- Collaborate with local organizations, schools, and community groups to expand outreach efforts.
- Develop and deliver engaging programs on local plants and animals, including programs like the annual butterfly count, Christmas Bird Count, Backyard Bio Blitz, invasive weed patrols, and shoreline clean-ups.
- Develop promotional and education materials, consulting with the Conservation Coordinator on messaging, and engage with residents on environmental conservation within the community.
- Organize and attend public events to promote awareness and appreciation for our natural environment and biodiversity.
- Correspond with members of the public, including answering questions and providing information about CCCSA.
- Attend CCCSA meetings and provide summaries and updates.
- Raise the profile of CCCSA and assist with increasing membership.
- Develop materials and activities that can be used to engage with youth and adults during community events like Magnificent River Rat Festival, Community Registration Night, and other events as opportunities arise, etc.
- Use social media to promote events and raise awareness.
- Digitize historical documents, using CCCSA office space and equipment.

This job will create a meaningful experience for the successful candidate by encouraging them to use their ingenuity and creativity to develop programs and engage with members of the community. It will help develop communication and networking skills and expose them to other environmental organizations and committees.

## **Education and Qualifications**

- Experience in environmental sciences, communications, outreach, or similar fields or comparable experience.
- Basic knowledge of ecology, biology, communications, program development.
- Public speaking skills or experience presenting to the public.
- Excellent communication and people skills.
- Excellent time management and problem-solving skills.
- Proficient with computer and Microsoft programs (e.g., Word, Excel).
- A passion for the natural world and a desire to share that passion.

## **Term**

This is a part-time contract position that has up to a three-year term. The candidate will work up to 20 hours/week. No work on statutory holidays but the occasional Saturday or weekend may be required.

**Wage** \$25/hour paid monthly

## **Location**

The CCCSA main office is located in Athabasca at the Athabasca Train Station. The Program Coordinator position will be hybrid, accessing the office as needed. All programs will be done in the Town of Athabasca and/or Athabasca County.

## **Other**

- The successful candidate must provide a recent Criminal Record Check by the RCMP.
- There will be a three-month probation period, after which the Executive will evaluate the candidate's performance and suitability for the position.
- The successful candidate will be responsible for supplying their own computer, cell phone and transportation. Compensation will be provided for work-related travel and any other costs associated with conducting approved CCCSA business.

**Closing Date: March 21, 2025**

**Send resume and references to: [reneaves@telus.net](mailto:reneaves@telus.net)**