



Communications and Outreach Co-ordinator (Contract)

Minnehada Park Association

Would you like to be an integral part of a citizen focussed non-profit organization that helps protect unique ecosystems and wildlife in a beautiful natural environment?

The Minnehada Park Association (MPA) is seeking a part-time resource person on a contract basis to assist the Board of Directors in building organizational capacity and community presence, primarily through communications and outreach.

This role will work under the direction of the MPA Board of Directors, with direct reporting to a designated representative(s) of the board.

The ideal candidate will have awesome people skills, is a great communicator and is very skilled at crafting an engaging message and sharing this message effectively through our online channels, including website, social media and email. This person should also have the desire and ability to assist our Volunteer Coordinator at stewardship and outreach events both inside and outside Minnehada Regional Park on an as-needed basis.

Summary of Role:

- Co-ordinate communications with volunteers and the public through frequent and engaging website and social media updates. This may also involve recording and publishing of events and activities through photography and videography.
- Make recommendations towards an overall communications strategy for the MPA.
- Publish up to six informational email newsletters per year. This includes designing, editing, gathering and proofing content and distributing.
- Assist with community outreach initiatives, including acting as an enthusiastic representative of the MPA at community events, attending meetings of related organizations or impromptu “pop-up” sessions within Minnehada Regional Park
- Support other related board activities and initiatives as requested
- Keep track of expenses and document progress against specific activities and events
- Attend board meetings as a non-voting member and assist as required. This may involve minute-taking or presenting on upcoming or completed activities
- Assist Volunteer Co-ordinator, acting as backup lead for stewardship and outreach events both inside and outside the park.
- Assist with fundraising messaging and activities, both standalone and through our partners

Must Have:

- Reliable transport to and from site (NE Coquitlam) and elsewhere
- Ability to work online from a home-based office including with Google Meet or other teleconference capabilities
- An ability to work collaboratively and adapt creatively towards MPA organizational goals
- Great communication skills, including active listening
- Ability to craft engaging, fun and informative messaging
- Proven experience with the following platforms; WordPress, MailChimp, Facebook, X/Twitter, Instagram, graphic design, image editing and publishing software.
- Eligibility for BC WorkSafe coverage
- Computer skills; Excel, Word, email, Google Drive
- Objectives and results driven, can work with minimal supervision while maintaining effective lines of communication

Ideal candidate:

- Experience using social media (ie Facebook, Instagram) to engage with and grow an online community
- Nature Lover. Passionate about wildlife conversation/ecology/biology
- Photography and/or videography skills

Compensation: \$21-23 per hour based on experience.

Approximate Hours Range – 25 to 40 monthly

Please email your resume to secretary@minnekhada.ca, along with a cover letter highlighting how you are the ideal candidate for this position. Writing samples or links are also welcome.

Submission Deadline: May 31st, 2024

Any submissions received after this date may be kept for future considerations or opportunities.