



Our coordinator is stepping away from us December 31, 2024 due to other commitments. We are looking to replace and increase our contracted support capacity. This position can be filled with either a special individual with strong skills in several areas, or with a small team of individuals with skills and experience in one of our focus responsibility areas.

Wildsight Creston Valley Branch (WCVB) is seeking a nature-oriented, creative and driven person to support the projects, administration and ideas of the board of directors of an environmental local nonprofit. Reporting to our executive through the Chairperson this/these independent contract(s) are currently funded to 20 hours per week. Increased hours may be available depending on funding. Our current coordinator will provide on-boarding until late December 2024.

## Wildsight Creston Valley Branch

WCVB is linked to a larger regional environmental organization called Wildsight. WCVB's purpose is to engage and inspire the local community in the protection and management of the ecosystems of the Kootenay Valley, South of Kootenay Lake. WCVB and Wildsight are separately registered and governed societies.

### Vision Statement

- We restore & maintain healthy ecosystems in the Creston Valley for future generations.

### Mission Statement

- We foster a culture of land and water stewardship that helps people, plants and wildlife thrive. We are inspired to initiate and collaborate using science, local and traditional knowledge.

### Value Statements

1. We respect and protect land and water, including habitat, soil, and rocks.
2. We are environmentally engaged and advocate to give nature a voice.
3. We are knowledge keepers. We seek out and disseminate scientific, local and traditional knowledge.
4. We are a learning organization. We protect nature through understanding.
5. Integrity. We are respected as knowledgeable and truthful.
6. We are community oriented. We collaborate for the benefit of all.
7. We seek to inspire the community, especially our young people.
8. We are respectful and seek respectful dialogue.
9. We are an inclusive organization that values diversity.

We engage the public and work to foster a community environmental ethic. We sponsor and facilitate projects that feature the connections between wildlife habitat/biodiversity with land-use, human activities, water quantity/quality, climate change. We work collaboratively with other organizations and all levels of government including First Nations.

Our goal is to engage the public in activities/projects that contribute to a sustainable and healthy human community that protects our environment, wildlife and water.

WCVB is affiliated with five other Wildsight branches, Elk Valley, Kimberly-Cranbrook, Invermere, Golden and Revelstoke that work collectively as Wildsight to share the mission to enhance the protection, restoration and rehabilitation of ecosystems, wildlife, lakes, rivers, wetlands and watersheds in a southern portion of Canada's Columbia Basin. WCVB and Wildsight and other branches are separately registered and governed societies.

## Contractor Expectations

### Administration

- Support directors to maintain governance and accountability
- Manage organizational filing structure and back-up systems using Wildsight Regional tools and protocols.
- Participate as a member of the Wildsight Regional team on calls and meetings.
- Support the Board of Directors including financial accountability and updates, reporting to monthly meetings, keeping notes
- Complete project reports, budgets and the organization's annual report
- Manage multiple projects, set priorities, meet deadlines and support others to do the same.
- Identify potential opportunities to secure funding and ensure funding applications and final reports are prepared and submitted.

### Conservation Projects

- Lead and/or support directors with conservation projects.
- Direct and enable a variety of projects related to conservation including some on the ground implementation, identifying resources, reporting and database requirements, dealing collaboratively with volunteers, other organizations and all levels of government including Yaqan Nu?kiy.
- Oversee and administer conservation grants including adherence to contribution agreements and reporting requirements as well as project delivery.
- Identify potential opportunities to secure funding.

## **Communication Projects**

- Be a team lead for communication ensuring that communication projects and activities are coordinated and meet the Board of Directors need for a strong public profile to foster a community environmental ethic.
- Initiate, prepare and sometimes deliver presentations for projects and general engagements.
- Edit public documents.
- Organize public events such as speaker series, Local Colours, film festival and fundraisers.
- Prepare presentation materials such as banners and posters.
- Identify potential opportunities to secure funding.
- Develop and sustain membership.
- Engage the public with social media and our monthly newsletters.
- Update website and post events using Wildsight Regional tools and protocols.

## **Skills, experience and training:**

- Experience working with organizations committed to nature and the environment.
- Commitment to our mission and values.
- Understanding of the not-for-profit organization operations, including fundraising, finances, administration, human resources, strategic planning and team building.
- Recognizing the need for confidentiality and awareness of conflict of interest
- An undergraduate degree, technical diploma, or training in a related field such as biology, environmental sciences, communications or education.
- Relevant experience in organization and communication.
- Reliable, self-motivated and independent with a demonstrated ability to initiate engagement of other groups.
- Ability to build rapport in a collaborative environment.
- Ability to manage multiple projects, set priorities, meet deadlines and support others to do the same.
- Strong writing and other communication skills.
- Ability to research, complete and submit funding applications and required reports.
- Knowledge of the Creston Valley's ecosystems, people and community.

## To Apply

Applicants are asked to send a cover letter and resume of skills, training experience in PDF form to [CrestonValley@wildsight.ca](mailto:CrestonValley@wildsight.ca) on or before October 1, 2024. Compensation is expected to be a minimum of \$30 an hour.

While WCVB hopes the successful candidate(s) will start January 1, 2025, earlier availability will be accommodated, including the opportunity to work some hours with our coordinator between Oct 1 and Dec 31. We may continue to accept applications until the right candidate(s) is(are) in place. We thank all applicants for their interest, but only short-listed candidates will be contacted.

Chairperson Brian Churchill will be available by appointment to discuss questions and issues.

Email: [CrestonValley@Wildsight.ca](mailto:CrestonValley@Wildsight.ca) to set up an appointment.

Posted September 11, 2024 by Brian Churchill.