



**Mission Environmental Stewardship Society** is looking for a part-time program coordinator to join the MESS Team.

This is a part-time contract position that requires 40-80 hours a month (10-20 hours a week on average). This position is somewhat flexible, however, does require working on Saturdays at events throughout the spring, summer and fall. This position has the potential opportunity to grow into the executive director position. Knowledge of our non-profit society, programs and volunteer experience is preferred but not mandatory. The candidate will work a hybrid position remotely at home, and in person at events or at local schools.

#### **Home Office & Admin Duties:**

- Checking voicemail during each shift and returning phone calls if necessary.
- Managing the phone line especially in regards to volunteer and program questions.
- Managing our general email account. Responding to general volunteer inquiries.
- Data entry using spreadsheets such as Excel, Google Sheets, & MS Word.
- General filing, managing records and hardcopies.
- Coordinating equipment & program materials for our volunteers.
- Managing volunteer registrations with specific programs.
- Communicating and supporting volunteers in person with equipment requests or general questions.
- Creating reports on volunteers & program results to the executive director and board.

#### **EVENT DUTIES:**

- Assisting the Executive Director with setting up at events located in Mission. This includes helping with setup and takedown of the popup tent, tables, chairs, litter equipment, signage, and sometimes prepackaged food.
- Assisting the director with transportation of equipment, supplies, and food to and from events.
- Working with the general public in-person including children to answer inquiries regarding programs, volunteering and upcoming events.
- Promote education and awareness regarding the impact of litter and illegal dumping.
- Promote the overall goal of reducing litter and dumping in the Mission Community.
- Coordinating equipment, supplies and volunteer sign-in at events.
- Assisting with food and beverages for volunteers if applicable at the event.
- Maintaining a positive relationship and communication with volunteers.

- Conducting a safety orientation to volunteers & participating in outdoor community cleanups.
- Photography of events.
- Delivering our school anti-litter program to classrooms around the Mission Public School District. This includes delivering an educational presentation to kids from kindergarten to grade 12 with a hands on engaging activity.
- Delivering our youth programming and managing registrations including keeping a participant count & statistical data.
- Attending public outreach events such as at the Farmer's Market or local festivals.

**RELEVANT BACKGROUND, EDUCATION, OR WORK EXPERIENCE:**

- Comfortable working outdoors in both sunny & rainy weather.
- Experience working with Microsoft Office Suite including MS Word, Powerpoint, and Excel.
- General office or customer service experience or education including data entry and filing.
- Effective communication and organizational skills.
- Self-motivated and able to work independently.
- Community oriented.
- Strong concern for the environment specifically in regards to litter & illegal dumping.
- Strong knowledge of the Mission community.
- Knowledge of MESS programs and our non-profit society as a whole.
- Volunteer experience is preferred but not required.
- Social Media experience with posting on facebook, twitter, and Instagram an asset.
- Ability to speak in public to groups of up to 60 people a must.
- Ability to pass a criminal check is mandatory to be able to work with children.
- Must have your own transportation and valid driver's license as we sometimes work in remote areas of Mission that do not have public transportation. Also, this position requires help with hauling equipment & program materials to events or schools.
- Must like & be comfortable working with kids.

*Mission Environmental Stewardship Society is fully committed to abiding by all equal opportunity employment standards. Our employment policies strictly prohibit all forms of discrimination. All our employment practices are solely based on individual merit, job requirements and business needs.*

**TO APPLY:**

**All those interested in applying, please send your resume and cover letter to [info@messociety.ca](mailto:info@messociety.ca) in a word document or as a PDF file. All applications must have the subject line: Program Coordinator Application. This posting will close by May 20<sup>th</sup>, 2023.**

**\*\*Please no phone calls. We thank everyone who applies, however, only those who are short-listed for an interview will be contacted. \*\***