Position Description

Program Coordinator, Thompson

Position Term: June 2019 – March 2020, full-time (opportunity may exist to grow into a permanent position, dependent on funding sources and performance)

Salary Range: Commensurate with experience and budget available

This position supports programs of the Fraser Basin Council (FBC) in FBC’s Thompson region.

Summary of Essential Job Functions and Duties

Reporting to the Regional Manager, Thompson, this position helps advance FBC’s sustainability vision in the region – *social well-being supported by a vibrant economy and sustained by a healthy environment* – in a manner consistent with the FBC Charter for Sustainability and to implement the FBC Strategic Plan.

The primary functions of the position are to: 1) work in FBC’s regional office in Kamloops to advance regional projects and services; and 2) work with the FBC Youth Program to support and coordinate delivery of the program in the region.

Specific duties are as follows:

- Raise awareness of FBC, its mandate and activities among key target audiences in the region
- Maintain a current understanding of key issues and opportunities in the region that are relevant to FBC’s mandate
- Help identify and support the preparation and submission of funding proposals
- Produce and provide input to communications products such as website updates and publications
- Coordinate delivery of regional and youth projects and services through activities such as:
  - Coordinating delivery of the Kamloops Air Quality Roundtable and Nicola Basin Collaborative initiatives
  - Assisting in coordination of Kamloops & Area community wildfire roundtable and other community wildfire risk reduction activities
  - Assisting in coordination and delivery of the Youth Program’s *Co-creating a Sustainable BC* initiative that involves youth (16 - 30 years old) engagement through dialogue, leadership training and project delivery
  - Designing, promoting, convening and impartially facilitating collaborative meetings, workshops and other events
• Producing and disseminating discussion summaries, meeting minutes and records of discussion
• Facilitating connections and collaboration among organizations and interests pursuing common sustainability-related goals in the region and beyond
• Ensuring projects and services are delivered on time and on budget
• Providing timely reports both internally and to funders.

Qualifications – Education and Experience

• Experience in 1) supporting multi-interest collaborative processes; 2) coordinating sustainability-related projects; and 3) developing and facilitating dynamic and innovative workshops for youth and young adults of diverse backgrounds;
• Post-secondary education and/or equivalent experience in one or more of the following areas: sustainability; stakeholder engagement and multi-interest facilitation; environmental planning; climate change and air quality; community and/or regional economic development; land use planning; natural resource management; forestry; education; aboriginal affairs and/or public policy.
• Familiarity with Thompson regional issues and opportunities as well as existing regional connections (e.g., government agencies, First Nations, youth organizations, business, not-for profit, visible minorities) is considered an asset

Skills and Aptitude

• Well-developed interpersonal and written/oral communication skills, including public speaking and effective youth engagement and communication skills
• Tact, diplomacy and comfort serving as an impartial/non-positional facilitator
• Ability to work independently and also as a member of a multi-disciplinary team
• Ability to coordinate multiple projects
• Computer literacy (word processing, spreadsheets, presentation tools, internet and social media)
• Willingness to work flexible hours and travel around the Thompson-Nicola region
• Class 5 driver’s license at minimum

How to Apply

Please email a cover letter and resume by Friday, June 7, 2019 (5 pm) to:
Mike Simpson, Regional Manager, Thompson
Fraser Basin Council
E: msimpson@fraserbasin.bc.ca

NOTE: Successful candidate will be required to provide a criminal record check in order to be eligible to work with minors. Expenses will be reimbursed once the criminal record check has been cleared.