Based in Whitehorse, Yukon, on the traditional territories of Kwanlin Dün First Nation and Ta’an Kwäch’än Council, CPAWS Yukon (CPAWS) is looking for you to help us advocate for the territory’s most valuable and priceless resource: our abundant nature. You can help us create and foster strong relationships with First Nations and all levels of government, local organizations, businesses and citizens to ensure the natural wealth we enjoy today is available for future generations.

CPAWS Yukon represents the views of many Yukoners who want the Yukon to be an example of how people can live in balance with the natural resources we depend upon. We aim to work “in a good way” that recognizes the agency that First Nations and Indigenous People have in being key decision makers and stewards of the land and water. You will have the amazing opportunity to live, work, and grow in one of the most beautiful places in all of Canada, while working with a committed and passionate team of environmental advocates.

Reporting to the Executive Director and working with everyone on the CPAWS team, and most closely with the conservation team, this position coordinates critical aspects of campaigns and policy development, and works to foster partnerships and community relationships.

CPAWS Yukon is committed to operating in a way that upholds justice, equity, diversity and inclusion (JEDI). In our hiring processes, we take active measures to overcome biases and to address systemic imbalances. We are also working to ensure our office is an inclusive and safe place for people from diverse backgrounds. To learn more about the action we’re taking, please visit the transparency page on the CPAWS Yukon website.

The Campaigns Coordinator’s major responsibilities are:

**Conservation campaigns and projects (50%)**
- Manage and support some of our conservation campaigns, with direction from the Executive Director and support from other staff
- Support the Executive Director and leadership team in annual campaign planning and strategy
- Work with the Conservation and Communication teams to develop materials such as social media content, blog posts, op-eds, videos and infographics that help supporters, decision makers, and the public understand issues that CPAWS Yukon campaigns on
- Foster contacts and partnerships that benefit campaign objectives
- Work with CPAWS National staff on select conservation planning and strategies
- As required, serve as a spokesperson addressing media, supporters and the public on issues

**Outreach, engagement, and event support (20%)**
- Support the work of the Outreach team and assist with the organization of events and meetings, including logistics, volunteers, speakers, promotion and agenda creation.
• Work with staff at First Nations Governments to ensure that the language in materials we publish is appropriate and speaks to First Nations' interests and concerns
• As invited by First Nations, assist with planning and organization of community-driven conservation events and on the land trips
• As required, assist the CPAWS Yukon team in maintaining and developing strong working relationships with First Nations, communities and other organizations. This may include community visits.

Policy development (20%)
• Research and write policy recommendations to draw the attention of decision makers and the public to important conservation issues
• Work with the Conservation team to contribute to CPAWS Yukon submissions to the Yukon Environmental and Socio-economic Assessment Board (YESAB)
• Lead on other policy projects, as outlined in the CPAWS Yukon Strategic Plan

General (10%)
• Attend weekly staff meetings
• Work with the Executive Director and Conservation Manager to develop a workplan

Preferred candidate background
• Strong understanding of conservation in the Yukon and the legislative, policy and treaty framework that shapes it is highly beneficial.
• Self-motivated and able to work autonomously, take initiative and make strategic decisions in consultation with other team members.
• Strong verbal and written communications skills and the ability to convey complex conservation and policy topics clearly.
• Experience working with First Nations governments and/or communities is beneficial, as is an eagerness to learn and build connections.
• It would be helpful to have a diploma, degree or experience in a field such as environmental science/ecology, natural resource management, planning, geography, public policy, Indigenous governance, or grassroots community organizing.
• Ability to create maps using GIS software is desirable but not required.
• Ability to create graphics using Canva or Adobe Illustrator/InDesign is desirable but not required.
• A driver’s license is strongly preferred.
• Upon hiring, a willingness to provide a criminal record check including vulnerable sector check

Hours: This is a full-time position, with a standard 37.5-hour work week (with the possibility to work a 30-hour work week if preferred). Occasional evening and weekend work will be required. This position also involves occasional travel within and outside of the Yukon.

Pay: $28.35/hour.

Vacation: Three weeks vacation, paid time off between December 24th and January 1st, as well as fourteen Statutory Holidays (prorated if applicable). CPAWS Yukon has an inclusive holiday policy which offers the flexibility to take days off that are important to individual employees if they differ from the standard holidays.
**Duration:** This is a 10 month term position with a desired start date in September or early October.

**Schedule:** Regular office hours are 9am-5pm, Monday through Friday. CPAWS Yukon offers flexible work arrangements, including the possibility to work from home.

**Location:** While we welcome applications from anywhere, it’s important for the successful candidate to be willing to live in Whitehorse. Depending on your background and experience, working remotely from a Yukon community may be possible and can be discussed.

**About CPAWS Yukon’s office:** The CPAWS Yukon team consists of nine passionate people with diverse backgrounds, and two office dogs. Our office is located in a bright, modern space in downtown Whitehorse next to a city park and close to the Yukon river. This welcoming place is accessible, and includes a couch room (a.k.a. meeting room), kitchen, and bike storage.

**Hiring process and timeline:**
We want to hear from you right away if you think this position is a great fit! Applications will close at midnight on Sunday, August 9 and we’ll do our utmost best to meet the following target dates:

- Applications are reviewed immediately after the deadline and we aim to schedule interviews for the second and third weeks of August (pending candidates’ availability during the summer vacation season). We aim to hire someone by early September.
- There will be one interview. Interviews will take approximately 60-90 minutes and can be in person at our office or online. CPAWS Yukon doesn’t cover travel expenses to candidates who are currently not located in Whitehorse and prefer to interview in person as we’ve had great success interviewing candidates online.

Anyone who can legally work in Canada can apply for this job. If you are not currently authorized to work in Canada, we will not consider your job application.

We will give extra consideration to people who identify as First Nations, Métis or Inuit.

**How to apply:**
Please send your cover letter and resume by email to hiring@cpawsyukon.org. We only review applications that include a cover letter. Cover letters are important, as they allow us to learn about who you are, what motivates you and what makes you a perfect fit for the job. Only those candidates selected for an interview will be contacted.

To make an inquiry about this position contact us at hiring@cpawsyukon.org.