



Community Outreach Coordinator

Salary: \$58,403-\$63,161 annually, based on 37.5 hours/week (\$29.95-\$32.39/hr)
Includes a competitive leave and benefits package.

The successful candidate for this position will ideally be based out of Whitehorse, although we welcome applications from people living in a Yukon community. **Strong preference will be given to applicants who identify as First Nations, Métis or Inuit.**

Based in Whitehorse on the traditional territories of the Kwanlin Dün First Nation and the Ta'an Kwäch'än Council, CPAWS Yukon aims to conserve the Yukon's ecologically and culturally important lands and waters for all. We advocate for wilderness protection in a manner grounded in respect for both traditional knowledge and western science and believe that this can only be achieved through collaboration, and reconciliation with the Indigenous peoples of this land. We represent the views of many Yukoners who want the Yukon to be an example of how people can live in balance with the natural world that we depend upon, and 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.

Working with CPAWS Yukon means you have the amazing opportunity to live, work, and grow in one of the most beautiful places in Canada, while working with a committed and passionate team of environmental advocates. You'll be respected for your unique contributions and supported in your unique needs. An accessible downtown Whitehorse office and the flexibility to work from home or adjust your work schedule when needed means work and personal life can find a balance.

We are looking for you to help us build and grow important relationships, and to advocate for the health of the abundant natural spaces we all benefit from in the North. At CPAWS Yukon we believe that public awareness, engagement, grassroots community organizing, education and empowerment are key to achieving land and water protection. Relationships based on respect and our Commitment to Reconciliation are foundational to our work as an environmental organization. The Community Outreach Coordinator plays a key role in establishing and fostering meaningful relationships with First Nations and all levels of government, local organizations, businesses, and community members across the territory.

Travel to communities is an essential part of this role. The successful candidate must be able to travel to communities for up to a week about 3-6 times per year on average.

Reporting to the Outreach Manager, the Community Outreach Coordinator's major duties are:

Community Outreach (70%)

- Support First Nation communities with community and/or co-organized events, on-the-land trips, and other projects as needed.

- Reach out to build and maintain meaningful relationships with staff and leadership, including Chief and Council, within First Nation governments.
- Work with the team on public engagement and organizing and promoting Whitehorse-based events and meetings, and other relevant campaign activities.
- Plan and organize community visits to share information, present to Chief and Council, Elder's Council, youth and community members, and meet with various departments in regards to a specific project or support for relevant campaigns.
- Upon request, provide support to various organizations, governments, and community members on projects, initiatives, events and public engagement in regards to wilderness conservation in the Yukon.
- Support CPAWS Yukon's campaign efforts, specifically where public engagement is required.
- Support the communications team by writing blog posts and social media updates that keep the public updated and informed about the important issues you are working on.

Program Planning (10%)

- Work with Yukon and Transboundary First Nations to identify areas of importance for both culture and keystone species and places.
- Provide guidance to the organization on programming opportunities and issues, ensuring that we are actively integrating guidance provided by community members.
- Assist the Executive Director and Conservation Manager with briefing notes as needed.
- Contribute to campaign development and strategy as required.

Other (20%)

- As required, and depending on your level of comfort, serve as one of the organization's spokespeople addressing media, supporters, other groups, and the public.
- Participate in weekly staff meetings.
- Develop annual work plans.
- Other tasks—e.g. research, writing, and communications—that build on the candidate's skills and success, as agreed upon with the Outreach Manager and Executive Director.

Preferred candidate background:

- Strong interpersonal skills including the ability to develop and foster enduring relationships in Yukon communities, with various levels of government and the non-profit sector.
- Knowledge of Yukon and Transboundary First Nations and Inuvialuit people and history is helpful for this position.
- Existing relationships in Yukon communities is beneficial.
- Proven interest in conservation and the environment.
- Strong presentation and messaging skills to decision makers and the public.
- Work well as part of a team as well as independently
- Flexibility to take advantage of opportunities for projects and/or events as they arise.
- Strong ability to self-guide and a high level of comfort in taking initiative, prioritizing tasks, anticipating and expressing community needs to the team.
- Ability to assess and balance the needs of the organization and the community.
- Positive, results-oriented, problem-solving attitude.
- A driver's license is required.
- Upon hiring, a willingness to provide a Criminal Record Check including vulnerable sector check.

We encourage and welcome applications from all individuals who share our belief in ensuring the rich wildlife and diverse landscapes of Yukon receive the protection they deserve.

CPAWS Yukon is committed to Justice, Equity, Diversity, and Inclusion (JEDI) and will make every effort to build and maintain a safe and inclusive workspace where employees see themselves reflected and supported in rewarding and engaging employment.

Review/Closing Date: August 17, 2024

Please send both a cover letter and resume by email to [hiring@cpawsyukon.org](mailto: hiring@cpawsyukon.org). 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. We will not consider your application if it doesn't include a cover letter.

To make an inquiry about this position contact us at [hiring@cpawsyukon.org](mailto: hiring@cpawsyukon.org).

- Interviews will be scheduled the week of August 27
- We aim to offer the position to someone in early September and, although flexible, a start date between mid and late September would be ideal.
- 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 near Whitehorse as we've had great success interviewing candidates online.
- Top ranked interviewees may be invited to complete a written exercise. We will provide a small honorarium to compensate you for time associated with this exercise.

Hours: This is a full-time position with a standard 30 or 37.5-hour work week, depending on the candidate's preference. Occasional evening and weekend work will be required.

Vacation and benefits: We offer three weeks of 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. We offer a health and dental benefits plan (including life insurance, STD, and LTD), as well as the option of joining a RRSP group plan after the probationary period.

Duration: This is a one year position (12 months). We are confident the position will extend beyond one year but, as with all positions within the non-profit sector, they are dependent on securing funding.

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

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.