

We Are Hiring!



Position: We have **four different part-time** positions that we are looking to fill.

Applicants may apply for one or more of the roles below. Please indicate which positions you are interested in in your cover letter or email.

Organization: [Squamish CAN \(Climate Action Network\)](#)

Location: Skwxwú7mesh | Squamish, BC

Eligibility: Applicants must be legal to work in Canada

Wage: \$24-26 based on experience

Position One - School Garden Educator (Valleycliffe Elementary)

7 hour per week from April 3 - June 28th / Sept 6 - Oct 25, 2023

Our ideal candidate is an enthusiastic, self-driven and collaborative individual who is passionate and skilled in growing food organically, outdoor education and has experience teaching elementary aged children (k-6) in an outdoor setting.

Roles and Responsibilities:

- Prepare and deliver classes one day per week (Wednesdays)
- Teach students about gardening using hands-on, experiential learning approach
- Preparation of learning areas and materials outside of teaching time
- Responsible for the maintenance of program tools and equipment
- Maintain organization and cleanliness of storage spaces and supplies in a tidy manner
- Communicate with the school staff for scheduling and planning
- Manage vegetable production throughout summer months
- Organize weekly harvest, sales and donations of produce throughout summer
- Support the greenhouse manager in starting seeds, developing planting schedules, and annual plant sale
- Liaise with other Squamish CAN staff as needed for programs or events

Required Competencies and Qualifications:

- Demonstrated effective ability to lead and teach elementary school aged kids in outdoor setting
- Posses a joy for working with kids
- Experience in gardening/farming/composting/seed saving
- Excited to work outdoors and on your feet for extended periods of time, whatever the weather
- Familiarity with indigenous plants and able to identify poisonous plants, or willingness to learn
- Excellent time management and organization skills, and proven ability to work in fast-paced environments, make quick decisions, and prioritize tasks on the fly
- Highly resourceful, creative and self-directed; able to work in a team as well as independently
- Outstanding interpersonal, written, and verbal communication skills

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Position Two - GoByBike Week Coordinator

50 hour Contract (spring only)

We are looking for someone who is passionate about **active transportation**, has great skills in community engagement, is organized, self-motivated and reliable. This is a contract (Spring only), with the next event from *May 29th - June 4th, 2023* (planning will span from April to June).

Roles and Responsibilities:

- Work closely with the District of Squamish to share the workload of this campaign
- Encourage Squamish residents to register using the GoByBike website, and log rides
- Troubleshoot and respond to inquiries
- Plan and organize elementary school participation in GoByBike Week
- Connect with local businesses for perks and prizes (bike shops, groceries, etc.)
- Update our marketing material (stickers, bingo cards, posters) and distribute it in schools and around town
- Engage and manage volunteers
- Manage the social media pages and the email inbox
- Help the District of Squamish with the organization of a free tune-up station
- Act as the spokesperson of the campaign for interviews, etc.
- Populate results and distribute prizes
- Solicit feedback, testimonials and pictures from participants
- Create a report and a financial statement of the event

Required Competencies and Qualifications:

- Highly resourceful, creative and self-directed; able to work in a team as well as independently.
- Conversant in general computer skills including updating social media and websites (Wix, Weebly), MS Office, Google Suite, etc.
- Must be able to work some weekends

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Squamish CAN
Climate Action Network

Position Three - Zero Waste Coordinator

300 Total hours from ASAP - December 2023 (each month will be slightly different)

Squamish CAN is looking for someone who is creative, persuasive and inspired about creating productive conversations and initiatives surrounding solid waste management. The ideal candidate will possess the necessary interpersonal and technical skills to engage the community and achieve outreach targets.

Roles and Responsibilities:

- Plan and implement educational and engagement initiatives in partnership with local municipalities, including outreach programs, workshops/events, school programs, and recycling audits
- Develop, launch, and monitor impact of community-based campaigns in the areas of zero waste, circular economy, and recycling
- Organize and manage volunteers
- Attend regular meetings with other organizations, local businesses, and municipalities
- Prepare marketing and communications materials (for online and print publication), with production and graphics support from the communications team
- Maintain and evaluate data or statistics on a variety of sustainability programs and activities to monitor reach and impact
- Perform research on best practices in areas of solid waste diversion and support the organization in making recommendations as a key stakeholder in the community
- Prepare and maintain a variety of reports, periodically presenting results of various initiatives to internal and external audiences
- Fundraise for advancing zero waste in Squamish (pending skill set/optional)
- Being mindful of limited resources and a set budget
- Track hours and all expenses for each workshop
- Manage email and respond to varied inquiries from the public
- Liaise with other organizations and Squamish CAN staff as needed for programs or events

Required Competencies and Qualifications:

- Demonstrated ability to plan, organize, and successfully execute community events
- Familiarity with concepts of zero waste, circular economy, and solid waste management
- Strong public relations and problem-solving skills
- Ability to work effectively independently and with a team
- Highly resourceful, creative and self-directed
- General computer skills including updating social media and websites (Wix, Weebly), MS Office, Google Suite, etc.
- Comfortable with research and making presentations
- Must be able to work some weekends
- Valid class 5 driver's licence

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Position Four - Communications Coordinator

5 hrs per week with possibility of more. Position is ongoing throughout the year

Guided by Squamish CAN's vision, mission, values, and goals, the Communications Coordinator provides leadership, guidance and support in all aspects of the organization's communication needs, events and Initiatives

Roles and Responsibilities:

- Manages Squamish CAN's social media accounts: Facebook, Twitter, Instagram, Eventbrite, Zoom
- Shares and posts relevant information on Squamish CAN's social media as well as other groups
- Manages paid ads if needed on Facebook etc., (e.g. for events)
- Ensures Squamish CAN's website is accessible and functional
- Updates Squamish CAN's website regularly and when required with upcoming events, new information, available resources, etc.
- Ensures online donation button (via Paypal) is functional
- Creates promotional materials for subcommittee's events, fundraisers, campaigns, etc.
- Helps promote events through a variety of community outlets: Locals Board, Chief Newspaper Events Calendar, Mountain FM Radio, DOS Newsletter/ DOS Facebook, etc.
- Keeps Squamish CAN's event bin updated and stocked (newsletter sign up sheets and pens, donation bin, Squamish CAN banner, etc.
- Release monthly Squamish CAN Member Newsletter highlighting upcoming events, fundraisers, initiatives, as well as relevant news from other community organizations and partners to be shared with our members
- Tracks newsletter statistics (new sign ups, unsubscribers, opening and click rates etc)
- Manages back-end of staff email accounts and troubleshoots issues

Required Competencies and Qualifications:

- Experience with intermediate level graphic design and copy-writing
- Detail-oriented, creative, and organized
- Computer skills including: Wix, Weebly, Mailchimp, MS Office, Google suite, Canva
- Able to work independently and with a team
- Can meet tight deadlines

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Employer

Squamish CAN is a community action group that operates many environmental projects in Squamish, British Columbia, Canada. Our Mission is to empower our community with just and actionable solutions to the climate crisis through education, policy development and systems change. Squamish CAN is directed by a seven person board, and currently employs seven staff. For more information please visit www.squamishcan.net.

Diversity, Equity & Inclusion:

The Squamish CAN is committed to strengthening and contributing to an inclusive community. This requires that we address the structural conditions that underlie unequal access to resources and engage multiple ways of knowing and being. Indigenous persons, women, people of colour, all genders, LGBT2Q+ and persons with disabilities are encouraged to participate in our climate action in ways that matter most to them. We aim to design our programs, services and recruitment processes through the lens of diversity, equity and inclusion for all.

How to Apply:

The application deadline is **Friday, March 24th at 5 pm.** Please send a cover letter (optional) and resume to Krystle@squamishcan.net with the subject of the positions you are applying (example: Communication & Zero Waste Coordinator Application)

For any questions, please email Krystle tenBrink, Executive Director: krystle@squamishcan.net