

ASSISTANT COORDINATOR



Organization: Minnehada Park Association
Location: Coquitlam, BC
Compensation: \$20/hour depending on experience
Hours per month: hours will vary monthly based on needs

Contract start date: April 2017
Contract end date: December 31, 2017
(with possibility of renewal)

The Organization:

The mission of the Minnehada Park Association (MPA) is to preserve, protect and enhance the natural environment of Minnehada Regional Park, while advocating respect, appreciation and enjoyment of the Park's natural and historical attributes as well as recreational resources. We are a citizen's empowered organization, incorporated as a society in Victoria, BC. Our group endeavours to bring to the larger public the unique beauty and setting of Minnehada Regional Park through activities including monthly "Creative Cafés" at historic Minnehada Lodge, outreach and displays at festivals and events in the Tri-Cities, a heritage documentation project, an annual Christmas Carol Sing Along event, and hands-on stewardship in the park. For more information and to review our strategic plan, go to: www.minnehada.ca.

The Position:

MPA is seeking a resource person to assist the board in building capacity, primarily through volunteer development.

Reporting:

The contractor is accountable to the full MPA Board of Directors and will report through a designated board member.

Duties/Responsibilities:

Monthly Creative Café Events (1st Sunday of each month, 1-4pm)

- Volunteer coordination for each event (i.e. recruitment, orientation, training, retention, and support)
- Actively promote volunteer opportunities and MPA membership at each event
- Assist the MPA board with other components of planning (e.g. promotion, event set-up and take-down, etc.) (approximately 40% of contractor time)

Community Events Outreach (see attached event list)

- Volunteer coordination for each event (i.e. recruitment, orientation, training, retention, and support)
- Actively promote volunteer opportunities and MPA membership at each event
- Assist the MPA board with other components of exhibiting (e.g. display transport, set-up and take-down, etc.) (approximately 20% of contractor time)

Other Volunteer Coordination Activities

- Attend Volunteer Connections Fair (October) to actively promote volunteer opportunities and MPA membership
- Establish relationships with community organizations/groups to achieve the goal of MPA volunteer recruitment (e.g. high schools, volunteer centres, service groups, community groups, etc.) and maintain a resource database of those contacts
- Maintain and report volunteer and membership records (approximately 35% of contractor time)

Other Duties as Required

- may include investigating and assist in development of funding grants and fundraising opportunities
- display design and assembly
- may include general administrative support (approximately 5% of contractor time)

Worksite:

The contractor must be able to work at a home office with their own computer (with internet access) and cellular phone. The contractor must have their own transportation as a large portion of this work is on location at a variety of worksites. Meetings and activities take place primarily in Minnekhada Regional Park, in Coquitlam, BC and Metro Vancouver Central Area Office in Burnaby, BC. The contractor will have access to information at Metro Vancouver offices as necessary.

Contract hours/terms:

The annual contract is to a maximum of \$6,240.00 and the hours each month will vary according to the requirements of the tasks assigned. There are a number of fixed hours and dates per month as driven by the MPA's calendar of activities. Additional hours may fluctuate seasonally.

Qualifications/skill sets:

- Demonstrated experience applying the principles and techniques of volunteer management
- Demonstrated experience in coordinating and implementing volunteer-run events
- Demonstrated experience in working with a non-profit Board of Directors
- Computer skills (familiar with Microsoft Office programs, familiar with social media)
- Strong administrative, organization, and record-keeping skills
- Strong verbal, written, and interpersonal communication skills
- Public relations skills
- Ability to work part-time with flexible hours including evenings and weekends
- Understanding of community development principles

Assets:

- Experience in special event planning
- Experience in grant writing and fundraising
- Knowledge of the region (Coquitlam, Port Coquitlam, Port Moody, Anmore, Belcarra)
- Fluency in multiple languages
- Ability to mimic a bear or a bat is not essential, but will be considered an asset!

Benefits:

- You will have opportunities to work with key stakeholders in the Tri-Cities region, including elected officials, government staff, media, non-profit community based organizations, along with businesses and participants from the broader community. You will work closely with Tri-Cities Community Television, Arts Connect (the Regional Arts Council), and Metro Vancouver.
- You will be part of a passionate group of citizens who help shape the future of Minnekhada Regional Park.

Please submit a cover letter and resumé by email to the Contract Manager: celiadeluca@shaw.ca
or mail to:

Minnekhada Park Association
9146 Avalon Avenue, Burnaby, BC V3N 4G8
Deadline: Monday, March 6th, 2017

For more information:

See our website: www.minnekhada.ca or find us on Facebook: www.facebook.com/Minnekhada-Park-Association-246328162055056/
Or contact Trina at 604-520-6442,
trina.sakata@metrovancover.org