



EMPLOYMENT OPPORTUNITY

Community Outreach Coordinator

LICA is seeking a qualified individual to fill this exciting and dynamic position! The Community Outreach Coordinator position is permanent full-time, working up to 32 hours per week, with the opportunity to transition to 40 hours per week.

The Community Outreach Coordinator is responsible for developing, planning, and delivering environmental outreach programs according to the Board-approved annual work plans. Refer to the attached job description for details.

QUALIFICATIONS:

- Degree or diploma in Education and/or Environmental studies (i.e., geography, biology, forestry, agriculture). Experience will also be considered.
- Proficient in Microsoft applications (Word, Excel, PowerPoint, Publisher, Outlook, Teams) and Adobe applications (Acrobat and InDesign)
- Strong verbal and written communication skills
- Highly organized and detail-oriented
- Ability to adapt to change and multitask
- Ability to work independently and collaborate in team settings
- Experience working with youth and children
- Strong interpersonal, communication, and presentation skills
- Proficient in public speaking
- Self-motivated and passionate about the environment and education
- Innovative, creative, and enthusiastic
- Flexibility in work schedule (evening and weekend work may be required)
- High standards in confidentiality
- Valid Driver's license
- Access to a reliable vehicle and willing to travel throughout the LICA region, with potential overnight stays. Travel expenses will be reimbursed according to policy.

CONSIDERED ASSETS:

- Degree or diploma in other fields of study, including Marketing and Communications.
- Experience in project coordination and facilitation
- Experience in managing social media platforms
- Experience with video editing software
- Past employment and/or volunteering in the non-profit sector

Application Closure Date: June 12, 2024

For more information about LICA, visit www.lica.ca or call us at (780) 812-2182.

To apply, please submit your cover letter, resume, references, and wage expectations to:

Lakeland Industry & Community Association (LICA)

ATTENTION: Kristina Morris, Executive Director

P.O. Box 8237

Bonnyville, AB T9N 2J5

Email: lica2@lica.ca

(Quote "Community Outreach Coordinator Position" in the subject line)

We thank you for your interest; however, only those selected for an interview will be contacted.



COMMUNITY OUTREACH COORDINATOR JOB DESCRIPTION

POSITION SUMMARY:

The Community Outreach Coordinator is responsible for developing, planning, and delivering environmental outreach programs according to the Board-approved annual work plans.

Outreach programs are structured activities tailored to inform, engage, and involve the community, stakeholders, and rightsholders, encouraging their active participation in environmental initiatives.

KEY RESPONSIBILITIES:

1. Strategic Development and Implementation

- Along with LICA staff, develop the Strategic Plan and Annual Work Plans.
- Implement strategies identified in the Board approved Annual Work Plans.
- Lead the preparation and execution of project grant applications along with the associated reporting for board-approved education and outreach projects.
- Along with LICA staff, be responsible for the execution of Annual Work Plans.
- Contribute to the development of the budget.
- Contribute to the preparation and design of the Annual Report.
- Attend LICA Board meetings and deliver monthly reports.
- Evaluate outreach programs' effectiveness and efficiency. Make recommendations to the Board of Directors on continuous improvement of outreach programs.

The Community Outreach Coordinator will lead the following:

1. Outreach Program Operations and Delivery

- Plan, coordinate, facilitate, deliver, and evaluate outreach programs, including:
 - Youth Summer programs and camps
 - Citizen science programs
 - LICA Little Environmental Stewards program
 - Community shoreline clean-ups
- Plan, coordinate, facilitate, deliver, and evaluate outreach campaigns, including:
 - Keep our Lake Blue Campaign
 - Riparian Health Campaign
 - Stop Needless Idling Campaign
- Develop content, publish, and maintain:
 - LICA website,
 - LICA YouTube Channel, and
 - LICA social media platforms.

- Ensure operations are within the scope of plans and budget.
- Participate in provincial education and outreach initiatives with other WPACs and Airsheds.
- Attend conferences/workshops as directed.

2. Promoting Organizational Presence

- Inform current members and volunteers of upcoming events, programs, campaigns.
- Promote LICA membership and encourage volunteer registration.
- Actively involve LICA members in LICA initiatives, through networking, delegations, and meetings.
- Actively seek partnerships to implement LICA outreach programs and campaigns.
- Assist with the planning and delivery of the Annual General Meeting.
- Plan, coordinate, and facilitate Education and Outreach Committee meetings, including annually reviewing and amending committee Terms of References, and drafting meeting agendas.
- Jointly participate in community events with the Education and Outreach Coordinator.

The Community Outreach Coordinator will support the following:

1. Education Program Operations and Delivery

- Delivery of educational programs, including:
 - LICA presentations and programming to schools and organizations.
 - Educational workshops based on community interest and environmental needs.
- Evaluate educational contests, including:
 - Yearly LICA Writing Contest
 - Biennial LICA Photography Contest
- Develop content and design information/educational publications, including:
 - Brochures,
 - Advertisements,
 - Newsletters,
 - LICA Annual Report, and
 - Other LICA publications.
- Execute the Bonnyville Community Garden and Compost project, including:
 - Garden and compost preparations
 - Garden maintenance
 - Garden work days, workshops, and events

2. Environmental Programs

- Assist with the implementation and delivery of board-approved environmental projects and programs, as required.
- Attend other committee meetings as required.