



FRIENDS OF CLAYOQUOT SOUND

JOB OPPORTUNITY

Outreach and Development Coordinator

Position Title:

Friends of Clayoquot Sound Outreach and Development Coordinator.

Location: Pacific Rim based with home/remote work, as well as FOCS office access in Tofino.

Mission and Work of Friends of Clayoquot Sound:

Friends of Clayoquot Sound is the original environmental justice non-profit organization in the Pacific Rim region. Founded in 1979, our mission is to be peaceful, courageous advocates for culture and biodiversity in Clayoquot Sound. Our work has focused on advocating for Clayoquot Sound to be protected from unsustainable resource extraction and toxic contamination related to old-growth logging, salmon farming, mining, and fossil fuel proliferation. Our work also involves social justice issues including Indigenous solidarity, economic equity, and disaster prevention. Our approach to organizing includes collaboration, arts, culture, education, and advocacy. Friends of Clayoquot Sound is also a primary contributor to numerous local annual events including the Clayoquot Salmon Festival, Trees and Seas Festival, and Hands Across the Sand.

Job Summary:

Friends of Clayoquot Sound have a part-time Outreach and Development Coordinator position available. The Outreach and Development Coordinator will work with the FOCS Staff and Board to help promote the work of Friends of Clayoquot Sound and manage financial development.

Compensation and Benefits:

Competitive salary \$30/hour for approximately 15 flexible hours a week, including 3 weeks of flexible paid vacation time and another 2 weeks granted around the Solstice-New Year holidays.

Outreach Responsibilities (approximately 10 hours per week):

- Maintaining communications with allies, public, and media around programs, campaigns, and other issues of relevance and community concern in Clayoquot Sound, both online and in person.
- Developing social media communications for Facebook, Instagram, and YouTube including original content.
- Contributing to the organizing of community events including Clayoquot Salmon Festival, Hands Across the Sand, Trees and Seas Festival, and more.

Outreach Qualifications:

- Knowledge of Clayoquot Sound and local environmental and social justice issues.
- Experience with working with social media platforms and developing content.
- Skills with video, photography, and digital design are ideal.
- Experience working with non-profit organizations in volunteer or paid roles.

Development Coordinator Responsibilities (approximately 5 hours per week):

- Managing financial contribution systems for donations, grants, and retail sales, from credit cards, EFTs, cheques, and cash.
- Assisting with program, campaign, and grant development when necessary.
- Checking office phone, email, and mail as required.

Development Coordinator Qualifications:

- Care for Clayoquot Sound, and local environmental and social justice issues.
- Experience with banking portals and online payment processors.
- Proficiency in financial management spreadsheets.
- Proven trustworthiness with handling private financial information.

Challenges and Opportunities:

This Outreach and Development Coordinator position offers the chance to be a crucial part of a passionate organization working for a vital cause. Contributing to social and environmental justice and conservation efforts – while managing multiple tasks, having the opportunity to improve processes, and developing new initiatives – presents the opportunity for meaningful, challenging, and rewarding work supporting all inhabitants of this globally respected region.

To Apply:

Send your cover letter and CV/resume to office@focs.ca and include at least 2 references. Starting March 18th, interviews will be conducted on a rolling basis until the position is filled.

Everyone is invited to apply, thanks for your consideration!