

Job Description

Environmental Program Coordinator

About HCTF

HCTF delivers a broad range of conservation granting programs that benefit fish and wildlife and their habitats in BC. HCTF funding enables organizations to address priority conservation issues and management needs to maintain and enhance the health and biodiversity of British Columbia's fish, wildlife and their habitats so that people can use, enjoy, and benefit from these resources.

Position Overview

There is currently 1 temporary position based in the Victoria office. The position is expected to be for 4 months from approximately mid-August to mid-December 2026, and is subject to change or extension due to operational requirements.

Purpose

The Environmental Program Coordinator will provide support to HCTF's Education department, and may support other departments as well.

HCTF Education administers and delivers K-12, post-secondary and community education grants, programs, professional development workshops, learning resources and a province-wide network of facilitators.

This position reports to the Manager of Education Programs and provides a range of services that contribute to the achievement of the Foundation's vision as well as its mandate to lead environmental education of British Columbia's biodiversity.

Key Activities

The Environmental Program Coordinator assists with the day-to-day operations of HCTF Education grants, school programs, workshops, learning resources and the WildBC network. This position develops and maintains effective organizational support to ensure:

- effective delivery of programs and services to clients and delivery team;
- management of grant processes and systems;
- program goals and objectives are communicated;

At the direction of the Manager of Education Programs, the Environmental Program Coordinator assists with the implementation of the Foundation's education programs, with a priority focus on four program areas:

- K-12 Grants
- Workshops and School Programs
- WildBC Network
- Learning Resources

Administers processes for HCTF Education school grants

- Responds to grant inquiries from educators and schools considering applying for grants.
- Supports K-12 grant recipients.
- Assists with administering the HCTF Education databases and other administrative systems.
- Coordinates grant applications for review, notification, implementation and reporting.
- Supports social media and other outreach initiatives.

Coordinates the delivery and communication of workshops, conferences/events, and school programs

- Serves as the main point of contact for all HCTF Education inquiries.
- Responds to workshop and program bookings.
- Coordinates the program delivery team and identifies materials required for workshop and program delivery.
- Coordinates with the WildBC Network to deliver programs and workshops.
- Responds, recommends, and provides information to inquiries relating to workshop and school programs.
- Receives applications for school programs and prepares them for intake.
- Provides assistance during various phases of school program implementation.
- Responds to inquiries from WildBC Facilitators.
- Liaises and supports educators and schools involved in workshops and school programs.

Contributes to the Foundation Team

- Supports a culture that reflects Foundation values of exceptional performance, continuous improvement, and ongoing learning and development;
- Contributes to open and effective communication links between staff and the management team;
- Maintains current knowledge of conservation issues for fish, wildlife, and their habitats and identifies ways for HCTF to achieve strategic priorities through our grant programs; and
- Supports a healthy and safe working environment.

Dimensions

This position is required to work from the HCTF office in Victoria, but may be eligible for occasional work-from-home days. The ideal candidate will be available to start at 7:30am to correspond with teachers prior to the start of the school day.

This is a union position with a classification of BCGEU Grid 11, Steps 1-7 and a wage range of \$31.75/hour to \$36.59/hour.

Qualifications

Environmental Program Coordinator

Education and Experience

- Previously obtained or working towards a diploma or degree in a field related to the responsibilities of this position such as Education, Environmental Science, or Biology
- Minimum of 6 months' experience working or volunteering in a relevant position doing either conservation work, environmental education, or program coordination
- Basic proficiency in Microsoft Word and Excel, including creating, editing and formatting documents, maintaining spreadsheets, entering data, and using basic formulas and charts. Experience working in Microsoft Teams or SharePoint.

Knowledge, Skills and Abilities

- Excellent time management with the ability to prioritize tasks and meet program timelines;
- Attention to detail in a dynamic work environment;
- Work efficiently on multiple projects both independently and as a team.
- Skills, comfort and willingness to work with a number of online systems, software, and databases

Preference may be given to applicants with one or more of the following:

- Experience in environmental education
- An understanding of conservation issues in BC
- Knowledge or experience working/volunteering in the environmental education or conservation sector beyond the required 6 months of work experience

Behavioral Competencies

See https://www2.gov.bc.ca/assets/gov/careers/for-job-seekers/about-competencies/competencies_bc_public_service_list.pdf

- **Results Orientation** is a concern for surpassing a standard of excellence. The standard may be one's own past performance (striving for improvement); an objective measure (achievement orientation); challenging goals that one has set; or even improving or surpassing what has already been done (continuous improvement). Thus, a unique accomplishment also indicates a Results Orientation
- **Flexibility** is the ability and willingness to adapt to and work effectively within a variety of diverse situations, and with diverse individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue, adapting one's approach as situations change and accepting changes within one's own job or organization.
- **Service Orientation** implies a desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations, and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.
- **Teamwork and Co-operation** is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.