

**Posting #08-029      The Big Wild Coordinator**

**Date Posted:** April 24, 2008      **Closing Date:** May 8, 2008

**Status:** FT 6 month Contract

**Location:** Head Office, Sustainability and Community Department

**Manager:** Corinne Pitre-Hayes, Project Manager

**Salary:** Level 5 \$37,400 – \$46,700

**Start Date:** asap       new position

**Referral Bonus Amount:** \$500.00

**What you'll be doing:**

- Growing the conservation movement in Canada through The Big Wild (founded by MEC and CPAWS – please see [www.thebigwild.org](http://www.thebigwild.org))
- Developing initiatives to increase online activity on The Big Wild Hub ([thebigwild.org](http://thebigwild.org))
- Moderating activity on the Big Wild Hub ([thebigwild.org](http://thebigwild.org))
- Initiating and providing support for outreach activities, including presentations and events
- Developing and producing electronic newsletter program for [thebigwild.org](http://thebigwild.org) subscribers
- Identifying opportunities to work collaboratively with organizations such as businesses, schools and non-profits
- Promptly responding to routine inquiries from the Hub and/or toll free number
- Identifying issues-related inquiries and referring these to the appropriate person in MEC or CPAWS
- Providing administrative support for The Big Wild
- Liaising with Tides Canada Foundation on day-to-day aspects of The Big Wild Fund
- Initiating and coordinating Big Wild-specific and liaising with MEC/CPAWS Big Wild-related communications and marketing
- Coordinating with key staff at CPAWS and MEC to further the movement, develop partnership opportunities and liaise with internal audiences

**What you need to do it well:**

- Strong written skills, particularly in an online environment
- Very strong verbal skills, particularly on the telephone
- Expertise and experience in online community development and engagement
- Experience and/or training in managing web content an asset
- Demonstrated skills related to and experience working in a multi-stakeholder environment
- Excellent organization and time management skills
- Skills and experience with software tools (e.g. PowerPoint) to provide presentation support
- Good office administration and records keeping skills to manage 3<sup>rd</sup> party relationships and contracts
- Comfortable in both business and non-profit environments
- Oral fluency in both official languages highly desirable, written fluency an asset
- Knowledge of and passion for wilderness conservation and outdoor recreation in Canada
- Infectious enthusiasm, desire and ability to be part of something big, bold and new

Please submit resume with covering letter stating job posting number addressed to the position Manager:

**Mail/Daybag to:** Human Resources  
MEC Head Office  
149 West 4<sup>th</sup> Avenue  
Vancouver, BC V5Y 4A6

**Fax To:** 604-731-3826

**Email:** [jobs@mec.ca](mailto:jobs@mec.ca)

**Notes:**

- This posting has been approved by members of the SMT.
- This posting will be posted internally and externally.
- Unfortunately, not all applicants can be interviewed, but all will receive an acknowledgement of receipt from Human Resources and feedback regarding their status from the recruiting manager.
- It is recommended that applicants advise their current manager about their application. If this is not possible, please contact Human Resources for assistance.
- There is an expectation that the successful candidate will commit to a minimum of 6 months in this position before applying for other job opportunities.
- Please contact Human Resources at 604-707-4439 if you have any questions regarding this posting.