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SURREY NATURE CENTRE COORDINATOR *(Regular Full Time)*

This is an advanced level of professional work related to the planning, coordination, and delivery of programming and operations at the Surrey Nature Centre at Green Timbers. Responsibilities include preparing and monitoring annual work plans and budgets, supervising staff and volunteers, and working effectively with a wide variety of internal and external stakeholders.

RESPONSIBILITIES

- Plan, develop, implement, promote and evaluate community involvement and education programs
- Prepare annual work plans, contracts, budgets, applications for grants and donations, and monitor programs to ensure that they are delivered within budget
- Initiate partnerships with community groups for the development, promotion and delivery of community programs and initiatives
- Prepare and distribute educational, promotional and marketing materials
- Develop, review, and implement projects and operational work procedures
- Assist in policy and procedure analysis and formulation
- Participate on integrated service teams and committees in the delivery of department and corporate programs and initiatives
- Coordinate and participate in a variety of advisory committees to review and assess community needs for program development and administration

QUALIFICATIONS

- Graduated from a recognized university, college or technical institute with five years related experience; or graduated from a recognized vocational school complete with a trade qualification and a combination of knowledge and experience
- A valid B.C. driver's license
- Superior public relations and interpersonal skills
- Ability to establish and maintain effective working relationships, and to work both independently and in a team environment
- Demonstrated program planning and evaluation skills
- Strong analytical and organizational skills
- Effective oral and written communications skills, strong leadership and training skills
- Ability to make independent decisions and exercise sound judgment and initiative
- Expertise and knowledge in the field of environmental education; and of programming for school, preschool, family, and adult audiences
- Knowledge of local flora and fauna, and of current issues in urban forestry

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