



**WILDERNESS**  
COMMITTEE

**NATIONAL OFFICE**  
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**Volunteer and Development Coordinator (Vancouver, BC, unceded xʷməθkʷəy̓əm, Sḵwx̱wú7mesh and səliłwətał territories)**

The Wilderness Committee has an exciting opportunity for an engaging, motivated, team-oriented individual to join us as Volunteer and Development Coordinator at our head office in Vancouver, BC. **This is a full-time, term position for 12 months, based on a 4-day, 32 hour work week from Mondays to Thursdays. This is an in-person position in our office.**

The Wilderness Committee is a grassroots, people powered, wilderness preservation group that has a history of 45 years on the front line of environmental battles in BC and across Canada, with offices in Vancouver, Victoria, Winnipeg and Toronto. Recognizing that enshrining Indigenous rights and title is fundamental to addressing the biodiversity and climate crises, we have helped protect millions of hectares of wilderness, defended the most at-risk species in government offices and court rooms, and worked tirelessly to fight irresponsible fossil fuel development wreaking havoc on the climate and advocate for a just transition to a post-carbon society.

The Volunteer and Development Coordinator is responsible for overseeing the daytime office volunteer program, including recruitment, selection, orientation, supervision, and scheduling of volunteers based on office needs. Volunteers provide support to our direct mail fundraising program as well as fundraising stewardship activities and campaign material distribution. The Volunteer and Development Coordinator supports the direct mail program with printing, folding, cutting and sealing and shipping of direct mail pieces, and coordinates materials needed by volunteers to complete the mailout tasks.

The Volunteer and Development Coordinator supports donor stewardship activities like responding to phone calls and drop-ins, taking donations and placing orders as needed. They update our CRM database and perform additional development tasks as required by the fundraising team including data hygiene, printing materials, mailing fundraising materials and so on.

The successful candidate will be committed to the environment, social justice and Indigenous rights. They will be a solid team player ready to jump in and support activities to ensure our office runs smoothly, our volunteers have a positive experience and other staff members and programs are supported. They will have demonstrated customer service skills, and will be a problem solver with exceptional attention to detail and organizational skills. They will have a proficiency for technological systems, including experience with donor CRMs, Microsoft word and excel.

**As the Wilderness Committee Volunteer and Development Coordinator, you will:**

- Determine organizational needs, identify and schedule volunteers each week, maintain communication and keep the staff team informed
- Coordinate volunteer recruitment, respond to inquiries, review application forms,

- interview volunteers and hire when appropriate
- Orient volunteers to the workplace, provide daily supervision and support based on their diverse abilities and special needs, and maintain an updated volunteer database
- Manage volunteer issues as they arise, work with the various ministries, social workers and other programs to provide support to volunteers as needed
- Oversee and monitor assembly of all fundraising and campaign mailouts, identify issues and troubleshoot as needed to ensure accuracy and timeliness
- Support the printing, cutting, folding, sealing and distribution of fundraising mailouts, outreach, engagement and campaign communications, monitoring quality control
- Respond to phone calls, in person visits and emails as needed, process donations and payments, update the database as needed
- Coordinate fundraising stewardship tasks as part of the Fund Development Team including thank you phone calls, emails and mailing
- Perform ongoing data hygiene tasks and other administrative fundraising tasks in the database
- Other tasks as required

#### **You will have...**

- A university degree in social sciences, non-profit coordination or a related field
- Minimum 2 years experience in non-profit office coordination
- Experience working with volunteers of diverse backgrounds and abilities
- An advanced understanding of non-profit direct mail fundraising strategies
- Previous use of fundraising and donor management software or CRM database (Salesforce an asset)
- Strong oral and written communication skills
- Advanced technological skills including Office suite, computer and web-based programs
- Professional customer service skills

#### **You will be...**

- Passionate about the Wilderness Committee's mission and core values
- Analytical, creative, and used to thinking outside the box
- Able to handle a large volume of work, with excellent organizational skills and the ability to prioritize multiple tasks
- A self-initiated problem solver who is reliable and enthusiastic
- Adaptable and flexible to work in collaboration with others as well as independently
- Comfortable working in a dynamic and diverse open office setting
- Committed to creating a positive and healthy workplace environment

**Salary:** \$65,321 per year plus benefits.

**The Wilderness Committee is committed to employment equity as an ongoing process. We encourage qualified applicants from underrepresented groups, including women, Indigenous persons, racialized communities, persons with disabilities, and members of sexual or gender minority groups.**

**Conditions of employment:** This is a full-time, permanent unionized position with BCGEU Local 2003 and thus pay and benefits are determined by the Collective Agreement. The Wilderness Committee has a 4-day, 32-hour work week, Mondays to Thursdays. Benefits

include comprehensive medical and dental, a health savings account and annual leave starting at 3 weeks vacation plus a one-week year end closure.

**Closing Date:** Wednesday, May 5th at 5pm Pacific Time or until the position is filled. *We thank all candidates for their interest and regret that only those candidates who are short-listed for interviews will be contacted.*

If you have a combination of skills and experience that you think make you a good candidate for this position, please don't hesitate to apply. We look forward to hearing from you. Please send a **cover letter** and **resume in a SINGLE PDF** with **Volunteer and Development Coordinator** in the subject line to: [hire@wildernesscommittee.org](mailto:hire@wildernesscommittee.org)