



Community Engagement Coordinator Position

Committed to Maintaining and Building Trails for All Users

CAMBA is committed to sustainable recreation, trail maintenance, advocacy, education, volunteerism, and trail building. We were founded in 2016 by a group of local riders who felt that mountain biking needed a stronger voice when trails were being discussed at the local and provincial levels. Since that time, CAMBA has been shifting from a volunteer run organization to today where we have a full-time summer trail crew with an office team that supports their work out on the trails. The Board of Directors is still actively involved in governing the direction of the organization.

Outside of building trails, CAMBA maintains a busy, year-round, social and fundraising schedule driven by our office team and various volunteer committees. We are actively seeking new and fresh perspectives for these social/fundraising opportunities in order to extend our reach to new supporters in the Bow Valley and beyond!

The Role

As a full time, seasonal member of our team, the Community Engagement Coordinator will excite and inform our community and membership about our trail building, advocacy work, volunteer opportunities, and upcoming events in order to build support for CAMBA and grow our membership both locally and across Western Canada. They will take an active role in event planning and be the 'boots on the ground' for CAMBA at many of our fundraising and social initiatives.

The Community Engagement Coordinator will be our number one content creator, developing social media campaigns, assisting with blog posts, building membership newsletters, and collaborating with other key stakeholders on our communications strategy across all channels.

This position will report to the CAMBA Community Engagement Manager.

What Success Look Like

Success in this position requires the selected candidate to be plugged into the trails community at all times! Content that is created within this position will need to be relevant, fun, informative, and timely and based on our membership, trail partners, ongoing projects, or our significant volunteer base. Collaboration is crucial and the successful candidate should be comfortable functioning within a team environment, taking an active role in brainstorming, and then following through on assigned tasks in a timely manner.

Additional priority is placed on developing and attracting a more diverse audience of trail users and to build a more welcoming and inclusive environment for all recreationalists in Canmore and the surrounding area. This is done through fundraising and social events throughout the summer season.

Qualifications and Experience

- Familiarity with Adobe Creative Suite (Photoshop, Illustrator, InDesign)
- Intermediate to advanced Microsoft Office proficiency
- Event management experience
- Background in social media marketing and campaign management
- Experience in preparing formal and informal communications
- Photography and video skills
- High school diploma with a post-secondary degree in business, marketing or communications is considered an asset

The ideal candidate will have a track record of effective social media management, campaign execution, creative writing, community engagement, be full of energy and possess a true passion for the outdoors. Must be able to work independently and as part of a collaborative team in a remote work environment. Reliable transportation for off site events, community engagement events, story development and organizational support is required. As a non-profit organization with a team that is still growing and developing every-day, additional duties may be assigned beyond what is listed above according to the needs of the organization. Hours are flexible with evening and weekend work occurring throughout the summer.

In summary, we're looking for a multi-tasker who loves to get outside and get their hands dirty, thrives in a fast-paced and evolving environment, and has excellent written, multimedia, and oral communication skills.

Eligibility

To meet the terms & conditions of the Service Canada government funding, the criteria below is required:

- Must be between 15 and 30 years of age at the start of the employment;
- Must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment*
- Must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

**International youths are not eligible participants. International youths include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada.*

Compensation

\$23.00/hour or commensurate with experience; based on a 32 hour work week. Work perks program including discounts from several of our industry partners available upon hire.

Contact Term

Seasonal, full-time, beginning June 1, 2023 to September 30, 2023; Possibility to extend to part-time hours after contract period.

How to Apply

Application deadline is midnight on March 31, 2023. E-mail your resume and cover letter to jobs@camba.ca.

CAMBA is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, ethnic origin, citizenship, gender, sexual orientation, age, marital status, family status or disability.