

Job Title: Community Engagement Coordinator

Application Deadline: November 13, 2024 at 11:59 pm

Potential Start Date: January 2, 2025

Hours: 35 hours per week (*full-time permanent including vacation days, benefits and pension*)

Location: Peterborough, ON (*in-office/flexible/hybrid/remote working environment*)

Rate of Pay: \$66,000-\$79,500 annually

Number of Positions: 1

The **Community Engagement Coordinator** is responsible for developing, supporting, and promoting the activities of OFAH Membership clubs and zones to achieve OFAH and club/zone objectives, including improved member experiences, club growth and strengthening, youth and adult-onset angler and hunter engagement, and fish, wildlife, and habitat conservation.

The successful candidate will work with Policy & Programs, Marketing & Communications, and Membership Department staff to create and deliver on a community engagement strategy and oversee all activities of the new Community Engagement Program (CEP). Ongoing tasks will include:

- Develop and deliver an annual workplan;
- Regularly surveying and communicating with clubs on their current and desired activities as part of a club engagement plan;
- Identifying and developing angler and hunter engagement programs;
- Generating member club-only products (i.e., documents, videos, webinars, workshops) in support of best-management practices for club administration and program delivery;
- Supporting clubs and zones with their web presence, social media and media plans on OFAH communications platforms; and
- Identifying sponsorship opportunities to support the implementation of the CEP.

Education and Qualifications:

- Post-secondary education (degree or diploma) in biology, environmental science, outdoor recreation or similar programs, or equivalent relevant work experience;
- Minimum of five years of conservation, education and/or outreach experience is required;
- Program coordination or project management is required;
- Supervisory experience is an asset; and
- Strong knowledge and understanding of hunting, fishing, firearms, and experience with anglers, hunters, and hunting and fishing clubs are assets.

Required Skills and Experience:

- Advanced computer skills (MS Office required, Salesforce an asset);
- Strong written and oral communication skills, public relations, public speaking, interpersonal skills, project management, organizational and multi-tasking skills, time management, problem solving, and leadership;
- Organizational, multi-tasking, time management and project management skills; and
- Ability to work independently and co-operatively in a large organizational team.

Other Requirements:

- Applicants **must** have a valid driver's license (class G), and emergency first aid with level A CPR & AED certification (as a minimum), and OFAH membership (required at time of hire).

- OFAH employees are required to complete a vulnerable sector check every three years.
- Fishing licence, outdoors card with accredited hunter, and firearms licence are assets.
 - Ability to sit and do computer work for sustained periods of time.
 - Ability to lift up to 50 pounds very occasionally.

Please forward a cover letter and résumé indicating how your skills and qualifications meet each of the requirements of this position to:

Attention: Chris Robinson, OFAH Manager of Programs
Ontario Federation of Anglers & Hunters
P.O. Box 2800
Peterborough, Ontario K9J 8L5
Fax: (705) 748-9577
E-mail: jobs@ofah.org

[To assist with your application, we recommend you review the following article](#)
[Inside look: How to Get a Job at the OFAH?](#)

NO TELEPHONE CALLS OR EMAIL INQUIRIES PLEASE

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**Interviews will be held in November remotely by video conferencing
(e.g. MS Teams, Zoom, etc.) or in-person in Peterborough, Ontario**

Only candidates chosen for an interview will be contacted.

The OFAH stays informed in regards to the current public and workplace health and safety measures surrounding infectious diseases from federal, provincial and municipal levels of government, and provides regular updates to our staff. We have a workplace safety plan and training in place for our staff and update our plan and training when workplace health and safety measures are implemented or revised by government and public health officials.

The OFAH is an equal opportunity and accessible employer. The OFAH is committed to providing accessible opportunities for all qualified job applicants. Should you require an accommodation to participate in the recruitment process, please contact Julie Young, Human Resources, at aodafeedback@ofah.org.