

SNAP Program Manager

Green Timbers Heritage Society



About Surrey's Natural Area's Partnership:

Surrey's Natural Areas Partnership (SNAP) is a unique partnership between three local non-profit organizations and the City of Surrey. SNAP's goals are to restore and enhance Surrey's urban forest; to promote environmental stewardship; and to empower youth as future leaders in environmental conservation.

The SNAP Program Manager will supervise, administer and coordinate teams of youth carrying out habitat restoration, urban forest outreach, and shade tree care.

Duties:

- Lead hiring process, including screening applications, interviewing candidates and checking references
- Train, supervise, schedule and prioritize work of multiple field-based teams
- Provide leadership and guidance to team leaders
- Ensure work is completed safely and efficiently
- Manage program logistics (truck rentals, equipment, phones, etc.)
- Complete administrative duties such as payroll management and budget tracking
- Liaise with project partners on an ongoing basis
- Lead meetings and deliver presentations
- Promote the SNAP program through local media and social media
- Assist with funding applications and reporting

Required Qualifications:

- Completion of an undergraduate degree or two-year diploma program in urban forestry, biology, environmental science, resource management, environmental studies or related discipline
- Strong leadership, interpersonal and organizational skills
- Supervisory experience
- Knowledge of ecological principles, and ability to identify native and invasive plants
- Demonstrated willingness and ability to perform repetitive, physical work in all weather
- Valid unrestricted BC driver's licence with a safe driving history
- Must have access to a personal vehicle (mileage expenses will be reimbursed)
- Valid level 1 first aid certification will be required as a condition of employment.
- Completion of a Police Information Check will be required as a condition of employment.
- Experience in public outreach and/or event coordination is an asset.
- Experience working on a field-based team, including the use of hand tools/hand power tools, is an asset.

Schedule: Feb-Nov: 40 hours/week (Mon-Fri, with some weekend and evening work);
Dec-Jan: approx. 16-32 hours/week

Compensation: \$30.00-\$35.00

Location: Surrey, BC

To apply: Submit a cover letter and resume to snap.program@gmail.com

While we appreciate all interest, only those candidates selected for an interview will be contacted.

For more information on the SNAP program, please visit our website: www.surreysnaturalareapartnership.com