As one of Canada’s largest not for profit leaders in wildlife conservation, research, and advocacy, we are seeking to fill the following position...

Youth Leadership Assistant Manager – Canadian Conservation Corps (CCC)

Position Overview:
Working as a key member of the education team, the Youth Leadership Assistant Manager is responsible for assisting in managing and promoting the effective delivery and expansion of CWF Education programming across Canada with a particular focus on the Canadian Conservation Corps (CCC) program. This position reports to the Youth Leadership Manager and assists in the duties below.

Core Duties

Recruitment
- Assists in the creation and distribution of recruitment plan for CCC
- Reach targets for program recruitment set by CWF and/or external partners or supporters
- Creates and supports long-term volunteer and partner succession plan

Servicing and Development
- Develops annual servicing plan
- Has developed local, regional and national networks
- Has an established orientation plan for key volunteers, partners and employees

Promote program growth
- Solicit and generate new partner leads
- Engage new national/regional partners
- Market programming to new program participants
- Develop and maintain national relations based contacts

Promote Program Quality
- Act as the role model for the youth leadership team
- Co-create program material and resources
- Soliciting and reviewing best practices for partner organizations and programming,
- Contribute as a member of a youth service community of practice, including face to face meetings across Canada.
- Travel to assigned programs for on-site support and facilitation of delivery by host partners

Effect membership retention
- Ensure the timely registration of all program participants
- Safeguard the quality of leadership, programs and training
- Ensure support of CWF education partners and volunteers
- Promote and support succession planning, volunteer development, and volunteer recognition processes

Support education objectives
- Provide direct program development support to one or more CWF education programs
- Provide input towards the formulation of program, policies and objectives
Administer Policies and Procedures

- Ensure that local programming is being delivered within the policies and procedures developed by CWF and its partners
- Conduct programs in accordance with CWF’s risk management policies and procedures
- Ensure facilities and venues for CCC programs and participant housing are appropriate.

Specific Work Activities

- Supervise CCC Youth Leadership Specialists and / or Program Admin Staff
- Represent the best of CWF brand including the wearing of corporate dress as required.
- Effectively employ sales, planning, and people management skills
- Utilize thorough knowledge of policies and procedures, and CWF program and structure
- Interpret policy and procedures
- Apply specialized knowledge related to assigned activities
- Accomplish desired results through effective planning, problem solving and decision making
- Generally self-directed goals and activities, reflective of CWF objectives
- Establish and maintain broad community contacts within the assigned territory and occasionally nationally.
- Apply tact, discretion and persuasion towards achieving desired goals
- Perform work as member of a team of employees and volunteers
- Ensure that the program is completed on time, on budget and within the parameters established by internal and external stakeholders
- Act in accordance with CWF’s mission statement and principles
- Act in Youth Leadership Manager’s place when they are not available.
- Other Duties as assigned

General Activities

- Review programs on a regular basis to gather information and monitor effectiveness
- Communicate with Supervisor, Education Team and CWF colleagues
- General oversight of best practice and industry trends in youth engagement
- Contribute to ongoing training and development for CWF Education Team

Position Profile

- Flexible schedule, including the ability to travel to both rural and urban areas throughout Canada, and work nights and weekends when needed to achieve positive objectives
- Employee must have a driver’s license and access to a vehicle and on field trips, must be legally able to rent a vehicle.
- Bilingual is an asset.
- Ability to work independently, as part of a team, and under direct supervision.
- Be able to work from CWF Head Office, the community, and home as required.
- Well organized, detail oriented, and highly professional.
- People-oriented, having the ability to work well with volunteers, community and business leaders, and representatives of other organizations while being culturally competent.
- They usually work a 37.5 hour week. During off hours, this position can be called for emergency or problems.
- This position requires a Police Record Check and Vulnerable Sector Search clear of convictions.

APPLICATION DEADLINE: March 19, 2020

Contract position to March 31, 2021

HOW TO APPLY:

Cover letter and resume should be forwarded by March 19, 2020 to WILDcareers@cwf-fcf.org. Please quote position title that you are applying for in the subject line of your email. Only the
candidates who meet the qualifications and experience for the position will be contacted for an interview. We thank you for your interest in the Canadian Wildlife Federation.

**AODA Statement for Offer of Employment**

Canadian Wildlife Federation “CWF” is committed to accessibility and to protecting the human rights of its employees. In support of this aim, CWF has implemented an accommodation process that provides accommodations for employees with disabilities. CWF will accommodate employees with disabilities up to the point of undue hardship.

The accommodation supports available to employees are laid out in our Accommodation Policy. If your acceptance of the terms and conditions of this Offer of Employment necessitates a specific accommodation because of a disability or a medical need, please contact the Human Resources Department. This ensures that the appropriate accommodations are in place before you begin your employment. Do not hesitate to reach out to the Human Resources Department if you require an accommodation related to a disability or a medical condition at any point during your employment with CWF.