



Position: Data & Outreach Coordinator

(Full time contract ending April 2022, with option to renew dependent on funding)

Location: Toronto, Ontario (currently working remotely)

Preferred start date: April 30th, 2021

Wildlands League seeks Data & Outreach Coordinator

Can't decide between a career in environmental outreach or data analytics? Now you don't have to!

Wildlands League is seeking a detail-oriented **Data & Outreach Coordinator** with a passion for data management and community engagement. The goal of this position is to help promote the strategic engagement of Canadians and global citizens to protect 50% of Canada. Working closely with the Campaign Engagement Manager, you will help Wildlands build momentum and encourage supporters to take action on nature protection in Ontario and beyond.

You may not have expertise in conservation, but you are passionate about bringing people together to move the dial on nature. 'Organized' is your middle name and data doesn't terrify you. From understanding our audiences through data gathering, to building strong relationships with our volunteers and supporters at events, you will identify areas where we can strengthen campaign messaging and tactics.

Requirements:

- Familiar with data tracking programs like Google Analytics and Agorapulse
- Fearlessly approaches data management and new CRM programs
- Proficient in supporter list management and CRM programs
- 1-2 years experience in virtual and in-person outreach/education
- 1-2 years experience in volunteer coordination
- 1-2 years experience with social media management platforms
- Passionate about nature
- Strong ability to communicate through storytelling
- Comfortable speaking in group settings
- Post-secondary graduate, up to 30 years old or younger
- Be a Canadian citizen, Permanent Resident, or someone who has been granted refugee status in Canada.
- Ability to work with a team remotely. Ability to work in our Toronto office in the future.

Bonus skills:

- Have a creative eye for graphic design and proficient in design tools like Canva
- Knowledge of website programs like Wordpress and Elementor
- Savvy about videography, digital design, web design, video editing, and/or illustration
- Have experience in fundraising
- Hold a valid driver's license



Position Details:

- Support Campaign Engagement Manager in planning and implementing outreach and campaign engagement strategies
- Sort, clean, and manage supporter lists as required
- Track campaign metrics and successes to guide future campaign strategies
- Monitor and evaluate audience engagement and paid promotions across platforms (social media, websites, CRM platforms)
- Coordinate, communicate with, and support volunteers
- Prepare and participate in outreach events
- Design, create and promote outreach materials and activities (websites, social media, online assets)
- Research and organize engagement opportunities for Wildlands (tabling opportunities, speaking engagements etc.)
- Other duties as required

About us

Wildlands League is a not-for-profit charity that works to protect nature. We collaborate with communities, governments, First Nations, scientists and progressive industry to do this work. We are a diverse team of thoughtful and engaged humans working to make the planet a better place to be. We are better, smarter, and bolder for our inclusivity. Therefore, Wildlands welcomes applications regardless of ethnicity, age, disability, sexual orientation, gender or identity.

Compensation:

The starting salary for this position is \$45,000 CAD annually, pro-rated for the length of the contract. There is the option to renew depending on funding. Hiring for this position is currently funding dependent.

To Apply:

If you wish to put your data management and community organizing talents to work in aid of the planet, then please complete the following:

- 1) Toot your own horn! Send a resume and cover letter to eugenia@wildlandsleague.org by **Wednesday April 30th, 2021**.
- 2) In the subject line, please clearly state “**Data & Outreach Coordinator**”.

Please ensure that your cover letter indicates how you meet the requirements above and how your past experiences will make you successful in this position. Wildlands League thanks all applicants for their interest in the position, but only successful candidates will be contacted. No phone calls please.

Note: We review applications on a rolling basis and the position may be filled sooner than the closing date. We recommend applying early to ensure you are considered.

Best of luck!