



**MAPLEWOOD FLATS JOB POSTING  
SPECIAL EVENTS PROGRAM COORDINATOR  
Summer Student Position**

Full-time (35 hrs/wk), 8 weeks, before August 29th, 2025  
Maplewood Flats is operated by Wild Bird Trust of British Columbia

The **Special Events Program Coordinator** will support the production and delivery of virtual and in-person events, art and science exhibits, school group visits and the Osprey Festival. With approximately 80 educational activities based annually at the Maplewood Flats Nature House, the Special Events Program Assistant will deliver the summer roster of programs and events designed and developed by the Wild Bird Trust directors, staff and contractors, the Programs Committee, including our Nursery School curriculum, which provides a land-based education program for learners to engage with ideas of decolonization, conservation and ornithology.

Duties & Responsibilities:

- Assist with the production of on site workshops, webinars, and livestreamed events as well as exhibits, festival performances, children's activities and nature walks.
- Work with the Land Based education staff and contractors to promote and engage our membership and broader community in accessing these opportunities.
- Research and develop creative approaches to program delivery and ways to make the content interactive and enhance the user experience.
- Develop associated streaming experiences, such as walking trails adjacent to Burrard Inlet, and sharing birding and conservation and reconciliation programming.
- Build connections with local community centres, schools, conservation organizations and First Nations organizations to collaborate on programs.
- Writing + photographing for social media reporting and communicating to the public on their activities on a weekly basis (minimum)

Knowledge and skills:

- Experience in designing and delivering educational programs
- Strong communication skills and proficiency with online MS Office including Excel, plus Eventbrite, Zoom, social media and digital communications (e.g Facebook, X, Instagram)
- BA in Communications, Environmental Science, or related fields. Master's Degree a plus.
- Excellent interpersonal skills and the ability to build strong, collaborative relationships.
- Ability to work effectively with minimal supervision, organize work independently, as well as work with the team.
- Experience training staff, volunteers on using new digital tools is an asset.

**Eligibility:** be between 19 and 30 years of age at the start of the employment; be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*; and be legally entitled to work in Canada in

accordance with relevant provincial or territorial legislation and regulations.

**Remuneration:** This position is funded by the Canada Summer Jobs Program, with a top-up to living-wage provided by the employer. This position is funded at \$23/hr for an 8 week position.

**Application process:** [Go online and submit](#) your resume (PDF or Word) and cover letter by June 20, 2025. We strongly encourage applications by Coast Salish People.