



Position Description – Engagement Organizer (6-month contract)

Effective: October 19, 2026 – April 30, 2027
Reports to: Fundraising and Engagement Manager
Location: Orillia, Ontario
Duration: 6-month contract + 2 weeks training
Salary: \$24.62/hr for a 37.5 hour work week
Mileage: Travel reimbursed at .50 per kilometre
Benefits: Vacation is provided as per Ontario employment standards.

The Couchiching Conservancy is a non-profit charitable land trust with 60 nature reserves and easements currently under our care. The Conservancy's mandate is to protect the special natural features of the Couchiching region for present and future generations, and we achieve this goal through acquisition of land and stewardship projects on both public and private land. Since 1993 we have helped to protect 15,654 acres in our region, and continue to grow.

Engaging supporters in our work so we can do more for nature is the cornerstone of this position. Key activities include engaging and working with volunteers and donors, coordinating events, activities and communications, asking for donations, coordinating volunteers, and executing strategies to engage the community in conservation.

Responsibilities:

1. Community Outreach and Relationship Building:

- Identify potential supporters, volunteers and partners within the community, such as Grant's Woods hikers. Build and sustain these relationships using engagement organizing principles, reaching people through mailings, calls and direct outreach, and working to move from passive supporters to active partners in our mission.
- Use existing systems to identify connections for the purpose of furthering and re-engagement of involvement;
- Identify and attend strategic public events and gatherings;
- Make presentations to the public at some events & gatherings;
- Act as a key contact for general inquiries.

2. Event Planning and Management:

- Work with committees and individual volunteers to coordinate, plan and execute several high-profile annual events including: Passport to Nature, Nature Counts and the CC's Annual General Meeting;
- Coordinate and execute volunteer appreciation activities.

3. Volunteer Recruitment & Management:

- Oversight of annual volunteer recruitment drive, in coordination with key staff;
- Lead the development of communications with Ambassadors and general volunteers. Assist staff with communications oriented to Community Science and Stewardship volunteers;
- Develop and coordinate our Ambassador and Grant's Greeters team, including training, & support so they can attend community events, meetings, and other gatherings to network and promote the organization's mission;
- Identify potential volunteer leaders annually;
- Maintain process used to track volunteer hours and ensure overall accuracy of all volunteer data.

4. Communications and Social Media:

- Coordinate and develop content for social media channels;
- Plan, write, design and update website content pertinent to events & volunteers;
- Create short videos with volunteers & staff including filming and editing;
- Design content using Canva or other graphic programs.

5. Database Support & Coordination:

- Support and improve database in coordination with other staff as a tool to amplify donor and volunteer engagement;
- Maintain accurate records of volunteers and volunteer hours.

General office support and other duties as required.

Working Conditions:

- This position is based out of the Grant's Woods office in Severn township.
- The Engagement Organizer and Office Coordinator work together to ensure that the Grant's Woods office is open by 9 am each weekday and punctuality in this position is important.
- The Engagement Organizer has the option of working from home up to two days per week, and any days worked from home should be coordinated with the Office Coordinator so they don't overlap.
- All staff can take time away from work for private appointments, and make up the time later.
- A valid Ontario driver's licence and a car is required.
- Occasional travel is required to visit project sites and attend meetings and events.
- Evening and weekend work are sometimes required, and is compensated in lieu time.

We welcome applications from Indigenous, Visible Minority, and LGBTQ2S+ youth.

How to Apply:

Submit your cover letter and resume to Tanya Clark, Fundraising & Engagement Manager (tanya@couchconservancy.ca), by Friday, October 2 at 12:00pm EST, with the email subject line – "Application, Engagement Organizer – [your name]". Although the deadline has been set for October 2, we encourage early applications. The posting will be taken down with sufficient qualified candidates. Artificial Intelligence (AI) is not used in the candidate assessment or selection process.