

## **Job Posting – Paddle Program Community Liaison**

### **Sea to Cedar Youth Leadership Paddle Program (YLPP)**

**Start date:** April 1, 2019 (earlier if possible)

**End date:** July 30, 2019

**Term:** An average of 4 hours per week, but this will vary as needed to a total of 120 hours.

**Compensation:** Contract for \$3,000 (\$25/hr for up to 120 hours).

**Application deadline:** March 8, 2019

### **Position Summary:**

Assist in the community organization of the Youth Leadership Paddle Program. This involves organization and scheduling of contacting youth and delivery of applications and welcome packages; as well as some organization in the village of Gilford during the running of the program. The 2019 paddle program will likely run July 1-13, 2019.

**Reports To:** Sea to Cedar Paddle Program Coordinator

### **Duties and responsibilities:**

- Act as point of contact for community for information regarding projects & participation and directing other inquiries as appropriate.
- Use a range of communication tools (e.g. social media, phone calls, emails, etc.) to increase community awareness of and engagement with the Youth Leadership Paddle Program.
- Work with the Project Team and community in project design, logistics, and schedules.
- Manage MD community correspondence, participant selection and guidance, help to coordinate transportation and accommodations.
- Work with the Paddle Team and Paddle Program Coordinator, communities and participants to coordinate a post-project community lunch event right after expedition(s) where participants can share their experience.
- Ensure all risk management procedures are followed and be available as an emergency contact during the program.
- Contribute to the 2019 Paddle Program Summary Report as hours allow.

### **Qualifications:**

- MD community member
- Positive working relations within the community
- Positioned well to contact MD members by phone and email who live both in and out of community
- Well organized and accountable
- Ability to work both independently and in collaboration with Sea to Cedar staff, resulting in an effective work plan
- Strong time-management skills, driven by a commitment to quality, results, fiscal responsibility, and efficiency
- Diplomatic



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## **Working Conditions:**

While the position will try to offer an average number of hours per week, in reality, this will vary, based on demand and what phase of the program it is. Some of these times will be pre-planned, such as sending out applications, and some may be 'on-call' such as if participants need assistance in preparation to the program.

Visit the [Sea to Cedar Youth Leadership Paddle Program webpage](#) to learn more.

Please send resume and cover letter to [jenniferschine@gmail.com](mailto:jenniferschine@gmail.com) by March 8, 2019.

