



K.E.E.P.S. is Hiring for a Contract Position

THE POSITION: Environmental Educator and Society Administrator

OUR ORGANIZATION: Kanaka Education & Environmental Partnership Society (KEEPS)

KEEPS is a registered non-profit society. Our mission: “To maintain the health of the Kanaka Creek watershed’s natural ecosystem through education, community involvement, scientific research, land preservation, and partnerships based on stewardship principles”.

KEEPS partners with Metro Vancouver Regional Parks in events and programming in the Kanaka Creek watershed; based at the Kanaka Creek Watershed Stewardship Centre. We operate the Bell-Irving Hatchery in conjunction with the Department of Fisheries and Oceans Canada.

To learn more about who we are and what we do, our website is www.keeps.org

Position Description: Program and Administration Coordinator

We are seeking an enthusiastic and organized person who has a passion for the environment, to support the KEEPS Board with:

- Coordination and delivery of education and stewardship programs
- Outreach and event coordination, project planning
- Administration and fundraising

Duration: 1 year contract, with possibility of extension.

Hours: This is a contract position with seasonally flexible program and funding dependent loading that can be up to 35 hours per week.

Compensation: \$24-28/ hour, based on experience

Start Date: Mid August – Date to be determined.

Submission Deadline: May 31, 2026, to chair@keeps.org

Duties and Responsibilities:

The Program and Administration Coordinator will assist the board of directors in the following areas:

Environmental Programming and Education: (70%)

- Deliver interpretive, educational and nature-based outreach programming for students (K-12) and the general public.

- Develop and implement weekly, monthly, and annual education plans and materials.
- Liaise with the Metro Vancouver Regional Parks staff, School District 42, Bell-Irving Hatchery Manager and Fisheries and Oceans Canada Community Advisor about programs and projects.
- Coordinate the Salmonids in the Classroom program in School District 42, including egg delivery, technical support and fry release coordination.
- Participate in Interpretive Skills training/updates offered by Metro Vancouver Regional Parks.
- Meet the programming requirements of funding grants.
- Promote KEEPS in the community and encourage public involvement.
- Provide a monthly written report to the KEEPS board.
- Maintain a safe outdoor work environment and modify / postpone programs if necessary.

Society Administration: (30%)

- Liaise with partner organizations: Metro Vancouver Regional Parks, City of Maple Ridge, and Department of Fisheries and Oceans Canada.
- Create and submit funding requests (grant writing) on behalf of KEEPS.
- Develop program budgets and provide financial reports to granters.
- Support and satisfy the requirements of program grants.
- Write and distribute two newsletters per year.
- Coordinate meetings, agendas, minutes and maintain these records.
- Attend meetings: such as steering committee, program and event planning.
- Update and maintain website, Facebook page and other social media.
- Maintain program and event attendance records and submit to Metro Vancouver Regional Parks Community Development Coordinator bi-annually.

Qualifications:

- Post-secondary degree or diploma in a natural resource or applied program.
- Valid BC Driver's license and access to a vehicle.
- 2+ years of experience teaching and/or nature interpretation to audiences of all ages in the classroom and outdoors.
- 1+ years experience writing grant proposals, event planning and developing budgets.
- Current Emergency First-aid.
- Criminal Record Check to be completed
- Home Office with computer and internet access.
- Flexibility – ability to work flexible hours including weekends and evenings.
- Proficiency with: Microsoft Office (Word, Excel, PowerPoint) and social media Applications.

Assets:

- Interest in the outdoors, park and watershed stewardship and sharing knowledge with volunteers and the public.
- Interest and background in salmon enhancement.
- Experience working with/for Indigenous people and commitment to reconciliation.
- Excellent verbal, written and interpersonal communication skills.
- Ability to work independently and cooperatively, showing initiative and organization.
- Experience in working with volunteers and a non-profit Board of Directors.

SUBMISSIONS: Please submit your cover letter and resume to: chair@keeps.org no later than May 31, 2026.