



Community Engagement and Operations Coordinator (Part-Time)

Hybrid position based in the Lake of Bays region

About the Lake of Bays Heritage Foundation

The Lake of Bays Heritage Foundation (LBHF) is a volunteer-driven land trust dedicated to protecting ecologically significant lands across the Lake of Bays region and north Muskoka. We steward 624 acres of conservation land, lead popular nature-based programs, and collaborate with landowners, ecologists, and community partners to conserve the region's natural heritage for future generations. We are also collaborating with the **Ontario Conservation Accelerator** to strengthen our conservation impact and build organizational capacity as we grow.

Position Overview

The Community Engagement and Operations Coordinator supports the Lake of Bays Heritage Foundation's community engagement initiatives, public programs, communications, and organizational operations. This role plays a central coordination function—keeping systems organized, the community informed, and programs running smoothly—while working closely with Board committees, Board members, and volunteers.

As LBHF's first paid staff position, this role offers a unique opportunity for an emerging professional to grow alongside the organization, with the potential for expanded responsibilities as our work continues to evolve.

The position is well-suited to a detail-oriented, self-directed individual who is comfortable working independently from home and occasionally on-site during the summer, and who is motivated by conservation, community engagement, and collaborative work in a small, mission-driven organization.

The primary focus of the role is communications, coordination, and maintaining organizational systems, with responsibilities that shift seasonally based on organizational priorities. While the core responsibilities are well defined, some aspects of the role may evolve over time in response to organizational needs and the strengths of the successful candidate.

This role is central to ensuring LBHF's work is visible, well-organized, and well-supported as the organization continues to grow.

Key Responsibilities

Communications & Marketing

- Develop and contribute content for the website, social media, newsletters, and fundraising appeals.
- Actively manage social media accounts and the website to ensure platforms are updated regularly with events, news, and organizational content.
- Format and distribute newsletters using CRM (customer relationship management) system templates and established communications systems.
- Support the development of marketing and communications materials, including brochures, educational materials, signage, and digital content.
- Collaborate with graphic designers, printers, and other vendors to ensure high-quality production of materials.
- Support media relations by drafting press releases, coordinating interviews, responding to inquiries, and tracking relevant media coverage and trends.
- Support the Communications & Marketing Committee as needed.

Administration & Organizational Support

- Support the Document Digitization Project by organizing, digitizing, and uploading records to the cloud-based file system, helping to maintain clear, accessible, and well-organized organizational systems, and assisting Board members with file management.
- Assist with setting up and maintaining governance documentation systems (e.g., GovernWell).
- Provide administrative support to the Executive Committee, including meeting preparation and recordkeeping.
- Maintain donor and membership information in the CRM and prepare year-end summaries as required.
- Review nature reserve visitor records and prepare an annual consolidated report.
- Support responses to general inquiries received through the organization's main email account, including managing the inbox.
- Support and maintain core organizational systems related to communications, records management, and community engagement.

Fundraising & Donor Engagement

- Maintain accurate donor and membership records in the CRM.
- Prepare thank-you letters, tax receipts, donor reports, and related communications.
- Support the Fundraising Committee in implementing fundraising strategies, campaigns, and donor stewardship activities.

Programs, Events & Education

- Coordinate logistics, promotion, registration, and on-site support for nature programs and educational events in collaboration with the Programs, Events & Education Committee.
- Support the planning and execution of the Annual General Meeting, including assisting the President with presentation materials.

- Capture photos and videos at events for use in newsletters, social media, and other communications.

Grant Writing

- Research and identify funding opportunities.
- Support the preparation and submission of grant applications.
- Track grant-funded projects and ensure reporting requirements are completed accurately and on time.

Property Stewardship & Land Securement

- Support the Land Securement and Stewardship Committee as required, primarily through coordination, documentation, and communications support related to land securement and stewardship activities (not field-based ecological assessment).

Education & Experience

- Diploma or degree in communications, environmental studies, ecology, natural resources, conservation, geography, nonprofit management, public administration, or a related field, or an equivalent combination of education, volunteer experience, and relevant professional experience.
- Experience supporting community engagement, communications, nonprofit operations, or program coordination.
- Experience creating or supporting content for websites, newsletters, social media, or marketing materials.
- Experience working with volunteers, community groups, or committees.
- Experience with donor communications, fundraising support, or grant writing is an asset.
- Experience working with a land trust or conservation organization preferred.

Skills & Competencies

- Strong written and verbal communication skills, with the ability to prepare clear, accurate, and engaging materials for diverse audiences.
- Well-developed organizational and time-management skills, with strong attention to detail.
- Ability to work independently in a remote or hybrid environment while collaborating constructively with a small team, Board members, and volunteers.
- Proficiency with common digital tools such as email, Microsoft Office or Google Workspace, cloud-based file management, CRM systems, and social media platforms, or demonstrated ability and willingness to learn new systems.
- Familiarity with, or interest in learning, generative AI tools (e.g., ChatGPT, Gemini, Claude) to support drafting, research, and communications.
- Strong interpersonal skills and professionalism, with the ability to build and maintain positive working relationships.
- Discretion and sound judgment in handling confidential information.
- Adaptability and willingness to take on responsibilities that will shift seasonally and evolve over time.
- Interest in conservation, community engagement, and LBHF's mission.

- Willingness to work outdoors and attend 6-8 weekend events between May and September.
- Valid driver's licence and access to transportation.

Working Conditions

- Reports to the President (or designate) and works closely with Board members and committees.
- One-year part-time contract, renewable based on performance and funding availability.
- Typically 20–30 hours per week on average, with increased hours from June to September (including some weekends) and reduced hours during the winter months.
- Hybrid role combining work from home throughout the year with some on-site responsibilities at **Marsh's Falls Nature Reserve in Dwight, ON** between May and September.

Compensation

Compensation will be an hourly rate between \$31 and \$35 per hour, based on experience and qualifications. At an average of approximately 25 hours per week, this is equivalent to roughly \$40,000–\$45,000 annually.

Encouragement to Apply

LBHF encourages applications from candidates at all stages of their careers, including early-career professionals, career-switchers, and experienced candidates seeking a flexible, meaningful role in a mission-driven organization. We welcome diverse backgrounds and experiences and encourage applicants who may not meet every qualification but bring relevant skills, enthusiasm, and a commitment to our mission. If you require any accommodation during the recruitment process, please reach out to us.

Orientation, training, and ongoing support will be provided to ensure the selected candidate is set up for success.

How to Apply

Please submit a cover letter and résumé outlining your interest and relevant experience to info@lakeofbaysheritage.ca by **February 20, 2026**. Applications will be reviewed on a rolling basis.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.