



EYA
ENVIRONMENTAL
YOUTH ALLIANCE

HELPING CHILDREN AND YOUTH DISCOVER THEIR INNER NATURE

Volunteer Job Posting: Board Members at Large Communications and/or Human Resources Specialist

Environmental Youth Alliance (EYA) seeks community leaders with an interest in organizational leadership—plus passion for the environment, sustainability initiatives, and youth education—to join the Board of Directors. We are looking for people with professional experience and personal interests related to youth and the environment, a high level of administrative, organizational, and leadership skills, and strong connections to professional and funding networks in Vancouver.

EYA is currently accepting candidates for two Board Members at Large. Skills and experience in communications and human resources are preferred, though we are open and keen to receive applications from anyone interested in working with the organization.

EYA is a non-profit charity that cultivates transformative nature experiences for children and youth in urban environments to foster community connectedness, build ecological leadership skills, and enhance their well-being. We work to engage and empower youth to create meaningful, positive action for our community and environmental health.

To learn more about EYA and our programming, please visit www.eya.ca.

Commitment

- Attend Board meetings. The Board of Directors meets every 6-8 weeks and meetings typically last 2-3 hours.
- Willingness to devote an average of 5-10 hours per month to EYA business above and beyond Board meetings, including participation in one to two committees (see details below).
- Participate in Board special events and meetings, typically two to four per year.
- Represent EYA at community outreach and donor events.
- Fulfill a three-year term, which may be renewed (pending approval of the Board and EYA members at the Annual General Meeting).
- Currently, the Board is a working board focused on strategic planning, fundraising activities, and establishing policies and procedures to support the long-term success of the organization.

Specific Responsibilities for Communications and Human Resources Specialists

Communications Specialist

- Work with current EYA communications specialists and EYA Executive Director to assess the feasibility of, and potentially develop, a Communications Committee.
- Co-develop and implement a Communications Strategy, and provide leadership around EYA Communications.
- Provide mentorship and support to EYA staff related to staff-led communications.

Human Resources Specialist

- Act as the Chair of the Human Resources Committee.
- Lead the revision of EYA's HR Policies.
- Support the EYA Executive Director in human resources issues and HR-related projects.
- Provide expertise and advice to Board and staff in the area of human resources.

General Director Responsibilities

- Advise, govern, oversee policy and direction, and assist with the leadership and general promotion of EYA to support the organization's mission.
- Participate in Board Committees such as the Fundraising & Communications Committee, Board Development Committee, Programming Committee, Human Resources Committee.
- Participate in EYA fundraising activities including developing and maintaining relationships with donors and pursuing new fundraising opportunities.
- Participate in community events on behalf of EYA.
- Be alert to community concerns that can be addressed by EYA's mission, objectives, and programs.
- Remain up to date with relevant legislation and policies.
- Keep in touch with the general needs and concerns of EYA's operations.
- Help communicate and promote EYA's mission and programs to the community.
- Monitor organizational finances, including adoption and oversight of the annual budget, and financial resources and needs.
- Understand the policies and procedures of EYA and formulate policies where needs arise.
- Financially support EYA through donor plan in a manner commensurate with your ability.
- Conduct periodic evaluations of EYA operations and programs with a view to improvement.
- Ensure succession planning for the Board of Directors.

Skills

- Professional expertise in communications and/or human resources.
- A high level of administrative, organizational, and leadership skills.
- Experience in event planning, business administration, grant writing, and facilitation an asset.
- Knowledgeable of board governance and previous board experience is considered an asset.
- Able to work independently and as part of a team.

How to Apply

To apply for this position, submit a résumé and cover letter outlining your interest and experience to Eileen Jones, Member, EYA Board of Directors: eileenlaurajones@gmail.com. Applications will be accepted on a rolling basis until March 15. We may opt to meet with suitable candidates before the deadline, so candidates are encouraged to apply early!