



Clayoquot Action.org

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Clayoquot Action Job Posting—Community Engagement Coordinator

Date posted: September 2026

Salary: \$25 / hour

Job type: Permanent, full time, 30-35 hours / week

Start Date: Immediate Hire

Location: Načiks / Tofino

We currently have an opportunity for a passionate, detail-oriented west coaster to join our growing team in our new Engagement Coordinator role.

The successful candidate will report to the Executive Director and perform tasks to support the work of the organization.

You are:

- Passionate about protecting Clayoquot Sound
- Interested in working with a strategic and action-oriented organization
- Detail-oriented and a self-starter
- A people person that enjoys community engagement
- Keen on writing (and following) documentation
- Work well with a task-oriented schedule
- Interested in growing with the organization

Experience or training in the following would be considered strong assets:

- Conservation storytelling training / experience
Social media platforms (Instagram, Facebook, etc.)
- Online platforms (GoogleDrive, MailChimp, etc.)
- Retail merchandise experience

Key Tasks and Responsibilities:

- Community Engagement – Public outreach, information tables, donor love.
- Volunteer Coordination – Coordinating volunteers for campaign support and community events, organizing volunteer events and managing the volunteer team.
- Digital Communications – Managing e-newsletters, blog posts, event promotions and ticket sales platforms.
- Website Management – Updating online campaigns, events and other website updates.
- Social Media – Posting regularly on Clayoquot Action's social media platforms including Facebook, Instagram, Bluesky, Linktree and Substack.

- Community Event Organization – Key organizer in Clayoquot Action community events, including securing insurances, equipment, District permissions, licenses. Also attending all Clayoquot Action events and overseeing event agenda and coordinating set-up and take down.
- Merchandise – Updating inventory on Square, stocking office inventories, market inventories and storefront, placing orders and receiving orders. Shipping online orders.
- Organizational Tracking – Maintaining organizational tracking documents related to events, promotions, campaigns.
- Campaign Support – Supporting campaign initiatives, such as Get Wild! and Clayoquot Salmon Investigation as needed.
- Fundraising Support – Support management of fundraising platforms, grant applications and fundraising strategies as needed.
- Office cleaning and Maintenance – Replenishing office supplies, storefront and bathroom facility upkeep, maintaining equipment, regularly checking P.O. Box.
- Public Speaking – Presenting educational programs and hosting community events.

Clayoquot Action is a Tofino-based conservation society committed to protecting the biocultural diversity of Clayoquot Sound. Our goals are accomplished through public education, citizen research and monitoring, and advocacy. The vision is simple: to keep Clayoquot Sound clean and green for future generations, to preserve the diversity and integrity of the ecosystems, and to maintain and develop community and cultural richness.

Clayoquot Action offers a flexible and rewarding work environment.

If you're interested in this position and meet the requirements, please e-mail a cover letter and your resume ASAP to Dan Lewis, Executive Director (dan@clayoquotaction.org), as interviews will be happening on a rolling basis.

Only short-listed candidates will be contacted for interviews. No phone calls please.

Clayoquot Action is committed to an inclusive and diverse workforce and encourages all qualified applicants to apply including members of visible minorities, and Indigenous persons. Clayoquot Action does not discriminate based on race, nationality, ethnicity, religion, political belief, age, gender, sexual orientation or class. All applicants must be legally authorized to work in Canada.