



SNAP Program Manager

Green Timbers Heritage Society

Posting Date: October 16, 2026

Employment Type: Full-time, permanent

Schedule: 40 hours per week, Monday–Friday, with occasional evening and weekend work

Compensation: \$30.00–\$35.00 per hour, plus vacation

Location: Surrey, BC

(This is an in-person position based in Surrey, BC, with on-site attendance required throughout the field season. During the winter off-season, there may be some flexibility to work from home, depending on program needs.)

About Surrey's Natural Areas Partnership (SNAP)

Surrey's Natural Areas Partnership (SNAP) is a unique partnership between three local non-profit organizations and the City of Surrey. SNAP works to restore and enhance Surrey's urban forest, promote environmental stewardship, and empower youth to become future leaders in environmental conservation.

For more information on the SNAP program, please visit our website: www.surreysnaturalareapartnership.com

Position Overview

The SNAP Program Manager oversees the day-to-day operations of the program, including supervising and mentoring youth employees, coordinating habitat restoration and shade tree care activities, supporting urban forest outreach, and managing the administrative and logistical needs of the program.

This is a varied, hands-on leadership role that combines staff management, environmental fieldwork, community engagement, and program administration. The position requires strong organizational skills, initiative, and the ability to work independently while managing multiple priorities.

Key Responsibilities

Staff Leadership and Supervision:

- Lead the recruitment and hiring process, including reviewing applications, interviewing candidates, and checking references.
- Train, supervise, and mentor staff, supporting their professional development and success.
- Schedule and coordinate multiple field-based teams, setting priorities and ensuring work is completed safely and efficiently.
- Provide leadership, guidance, and ongoing support to team leaders.
- Lead staff meetings, including monthly occupational health and safety meetings, and mid-season and end-of-season staff check-ins.

Program Operations and Administration:

- Coordinate day-to-day program logistics, including vehicle rentals, equipment maintenance, uniforms, and cellphone/iPad data plans.
- Manage payroll and maintain accurate, detailed budget records.
- Monitor field activities and program progress to support effective operations and high-quality work.
- Maintain accurate and up-to-date program records, track field activities and program outcomes, and prepare reports and updates for City of Surrey staff and other partners as required.

Partnerships, Outreach, and Communications:

- Maintain ongoing communication and collaboration with program partners and other stakeholders.
- Promote SNAP through social media and community engagement.
- Attend monthly Green Timbers Heritage Society Directors' meetings to provide updates on the program.
- Deliver presentations and program updates, including year-in-review presentations at our partners' Annual General Meetings, as requested.

Funding and Reporting:

- Identify funding opportunities and prepare grant applications, including applications to programs such as Canada Summer Jobs.
- Manage funding agreements, track funding requirements, and ensure deadlines and reporting obligations are met.

Required Qualifications

- An undergraduate degree or two-year diploma in urban forestry, biology, environmental science, resource management, environmental studies, or a related discipline.
- Demonstrated supervisory experience and strong leadership skills.
- Excellent interpersonal, organizational, communication, and time-management skills.
- Ability to work independently, take initiative, and manage multiple priorities.
- Knowledge of ecological principles and the ability to identify native and invasive plant species.
- Demonstrated willingness and ability to perform repetitive physical work outdoors in a variety of weather conditions.
- Valid, Class 5 unrestricted BC driver's licence with a safe driving history, and willingness to submit a driver's abstract.
- Access to a personal vehicle for work-related travel (mileage expenses will be reimbursed).
- Valid Level 1 First Aid certification (or higher), required as a condition of employment.
- Successful completion of a Police Information Check will be required as a condition of employment.

Assets

- Experience in public outreach, environmental education, or event coordination.
- Experience working on field-based teams, including the use of hand tools and power tools.
- Experience in habitat restoration, invasive species management, urban forestry, or shade tree care.
- Experience with staff scheduling, budgeting, grant applications, or program administration.

To Apply

Submit your **cover letter and resume as one PDF document** to snap.program@gmail.com, with subject line **"SNAP Program Manager Application - [first and last name]"**.

Application Deadline: Applications will be reviewed on an on-going basis, and qualified candidates may be contacted for interviews right away. **Applications will be accepted until the position is filled.**

Preferred Start Date: mid-late November (with some flexibility)

While we appreciate all interest, only those candidates selected for an interview will be contacted.