

## **PROGRAM COORDINATOR**

**Deadline to Apply:** October 08, 2022

**Term:** November 2022, ongoing pending funding

**Compensation:** \$20-25/hour, experience depending

**Location:** Columbia Valley, BC

*The Columbia Lake Stewardship Society is looking for a passionate water steward to join our team as a Program Coordinator! Please read the full description and instructions on how to apply.*

*Thank you for your interest in working with the Columbia Lake Stewardship Society.*

### **Organization Background:**

CLSS's mission is to preserve the ecological health and water supply of Columbia Lake for present and future generations through scientific investigation, collaboration and outreach. By conducting water quality and quantity measurements, recording data, disseminating information and reports, CLSS provides information to decision makers as well as communicates with and encourages others to join in our vision to preserve Columbia Lake's near pristine water resources and natural environment for present and future generations.

The Columbia Lake Stewardship Society incorporated in 2014. Since then, we have been able to acquire baseline water quality data on Columbia Lake, conduct education and outreach throughout the Columbia Valley, implement water quantity monitoring programs, and build relationships and partnerships with community organizations, other water stewardship organizations and government. The information Columbia Lake Stewardship Society collects helps us understand how residential and human development, climate change, invasive and problematic species and recreational activity may be impacting the lake. Our work will help improve our community's knowledge of water resources and the steps that we can all take to protect them.

### **Job Description:**

The Program Coordinator will work alongside trained scientists, citizen scientists and a summer intern. They will be the face of our organization, take on administrative tasks, find unique and secure funding opportunities, receive guidance from the Board of Directors, provide guidance to volunteers and employees, assist or lead in the collection of water quality and quantity samples and measurements, provide educational materials to community members and tourists through community outreach, promote our initiatives at various community events, and provide education to boaters about invasive species.

### **Duties and Responsibilities:**

## SCIENCE

- Coordinate the organization, conduct training and ensure consistency of volunteers that will conduct lake, creek, and beach water quality monitoring
- Conduct water quality monitoring
- Compile data and conduct data analysis
- Conduct flow/water quantity monitoring and data analysis
- Implement additional scientific research on a project basis
- Maintain accurate water science database
- Maintain and calibrate equipment
- Complete annual reports
- Interpret scientific information for decision-makers and the public

## STAKEHOLDER ENGAGEMENT

- Facilitate community conversations about the watershed
- Conduct watershed planning workshops for diverse stakeholder groups
- Research water policy and use this information to help inform local water management regulations

## EDUCATION AND OUTREACH

- Conduct education programs with school-aged youth
- Write education articles for the local newspaper
- Recruit and train volunteers for citizen science projects
- Communicate with the public through e-newsletters, website, and social media
- Educate homeowners and visitors about good shoreline practices, green boating practices, and how to prevent the spread of invasive species
- Recruit new members and volunteers

## ADMINISTRATION

- Oversee the program's grants, including grant writing and reporting
- Manage the program's budget
- Organize meetings of the Board of Directors
- Effectively engage with the Board on implementing the work plan and developing its strategic direction

- Represent the organization to the media, local government, community groups, regional stewardship groups and planning committees
- Attend trainings and conferences in order to increase capacity of the organization
- Maintain website and email accounts
- Supervise summer interns

**Desired Qualifications:**

- Located near the Columbia Lake, BC
- A passion for water stewardship and sustainability
- Successful completion of a diploma or degree in environmental science, a related field or related experience
- Willingness and ability to conduct field work on land and water
- At least two years' work experience in a leadership position
- Exceptional interpersonal skills
- Very strong written and oral communication skills (English essential)
- Ability to communicate positively and effectively with people of diverse backgrounds and interests
- Highly self-motivated, and able to work without supervision
- Highly organized and competent at managing a budget
- Valid drivers licence and access to personal vehicle
- Access to home office

**Additional Desired Qualifications:**

- Experience working for an NGO
- Experience in non-profit management and administration
- Training in group facilitation
- Familiarity with watershed governance models throughout Canada
- Experience and/or training in water quality monitoring or environmental data collection
- Knowledge of basic statistics and environmental data analysis
- Prior experience driving a boat and using an outboard motor
- Pleasure Craft Operator Card
- CABIN Certification

**TO APPLY:** Please send a Cover Letter and Resume electronically (.doc or pdf only) to:

Nancy Wilson, Chair, Columbia Lake Stewardship Society

Re: Program Coordinator Position

admin@columbialakess.ca