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Program Coordinator

Wage: \$25/hr, 32 hours a week

Term: 6 months, with the possibility to extend.

Location: Columbia Valley, British Columbia

Deadline to Apply: Accepting applications until the position is filled.

Eligibility: In accordance with funding requirements, all applicants must be between the age of 15 to 30, a Canadian citizen, permanent resident, or have Canadian refugee status and legally allowed to work in Canada.

The Columbia Lake Stewardship Society (CLSS) is looking for a Program Coordinator to serve as the key leader and visionary for the organization. The Program Coordinator will be responsible for driving the organization's mission, strategic direction, and program delivery.

Organization Background:

The Columbia Lake Stewardship Society (CLSS) is a charitable organization dedicated to preserving the ecological health and water supply of Columbia Lake for present and future generations through scientific investigation, collaboration, and outreach. The organization works toward achieving this mission by researching the lake, advocating for its sustainability, engaging with local communities, disseminating our findings, and developing our organization. Our main activities include monitoring the water quality and quantity of Columbia Lake, its tributaries, and the upper reaches of the Columbia River; promoting habitat protection and restoration; conducting species surveys and monitoring; and facilitating education and outreach initiatives within the community. Through our scientific investigation, we gather data to assess the impacts of various factors influencing the lake's ecological health and water balance. CLSS shares its

findings with local communities, organizations, and governments, encouraging collective efforts to preserve the freshwater ecosystem and natural environment of Columbia Lake.

Job Description:

The Program Coordinator will work with the Board of Directors and citizen scientist volunteers and ensure the successful delivery of the organization's programs. The Program Coordinator position is 32 hours per week, with some weekend shifts required.

Responsibilities:

1. **Leadership and Strategy:** Provide strategic leadership, vision, and direction to achieve the organization's goals and objectives.
2. **Financial Management:** Oversee budgeting, financial planning, and ensure sound fiscal management in alignment with program deliverables.
3. **Fundraising:** Develop and implement comprehensive fundraising strategies, including grant writing and maintaining relationships with grantors, and aligning programs to various funding opportunities.
4. **Community Engagement:** Cultivate and maintain relationships with stakeholders, including donors, funders, partners, local and provincial governments, and the community at large.
5. **Program Delivery:** Ensure successful delivery of education, outreach, and science programs including conducting water quality and quantity field work, recruiting and training volunteers, and planning kids camp and outreach booths.
6. **Program Management:** Develop programs and ensure successful delivery, implementation, and evaluation to ensure effectiveness and alignment with the organization's mission.
7. **Board Relations:** Work closely with the Board of Directors, providing regular updates and collaborating on strategic planning.
8. **Advocacy and Public Relations:** Represent the organization, advocate for its mission, and serve as a spokesperson to promote public awareness, education and support.
9. **Staff Management:** Recruit, lead, support, and oversee team members, fostering a collaborative and positive work environment.

Required Qualifications and Experience:

- Post-secondary education diploma, certificate, or degree in environmental science, environmental studies, biology, hydrology, environmental resource management, geography, or a closely related field.
- Strong budget management skills: experience with QuickBooks is valued.
- Experience in fundraising including grant writing is highly valued.
- Excellent communication, interpersonal, and leadership abilities.
- A strong interest and passion for science and/or the environment.
- Ability to provide Vulnerable Sector Check at the start of the position (required for our programs involving engagement with children).
- Self-motivated individual with a demonstrated ability to manage multiple projects simultaneously and complete them promptly.
- Proficient in computer literacy, with familiarity with Microsoft Word and Excel programs.
- Strong communication and collaboration skills, with the ability to work independently.
- Willingness to work outdoors in various weather conditions, including rain or shine.
- Valid driver's license and have access to an operating vehicle and able to commute to various locations around the lake.
- Secured housing in the Columbia Valley at the start of the position.

Additional Valued Qualifications:

- Pleasure Craft Operator Card.
- First aid certified.

To apply:

Please send a cover letter and resume to:

Nancy Wilson, Chair
admin@columbialakess.ca

We appreciate your interest in working for the Columbia Lake Stewardship Society.