EMPLOYER: **Lake Windermere Ambassadors**

JOB TITLE: **Lake Windermere Ambassadors Program Coordinator**

Application Deadline: **January 27, 2017**

The Lake Windermere Ambassadors (LWA) are a community-based water stewardship group working in the East Kootenay region of BC. The Ambassadors have a vision of an ecologically healthy Lake Windermere with balanced management approaches that support recreation and traditional uses, high fish and wildlife values, and economic prosperity in the region. The organization is directed by a Board representing a diversity of stakeholders in the Lake Windermere watershed. The Program Coordinator is responsible for implementing all aspects of the program, including water quality and quantity monitoring, outreach and education, restoration and maintenance, and program administration. The Coordinator supervises summer staff, but otherwise is the sole employee of this organization. The LWA are designated the Lake Management Committee whose role is to support the non-regulatory implementation of the Lake Windermere Management Plan and to act as a resource for projects benefiting the health of Lake Windermere. Thus, the position offers an exciting opportunity to work in innovative water governance, through grassroots initiatives aimed at long-term watershed planning, monitoring and community engagement.

JOB DESCRIPTION:

SCIENCE

- Conduct lake and beach water quality monitoring
- Conduct water quantity monitoring
- Implement additional scientific research on a project basis
- Maintain accurate water science database
- Analyze data
- 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
- Work with two local governments to implement the non-regulatory recommendations in the Lake Management Plan.

EDUCATION AND OUTREACH

- Conduct education programs with school-aged youth
- Write a monthly column and education articles in 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 membership from among Lake Windermere's stakeholders.

MANAGEMENT

- Administer the program's grants, including grant writing and reporting
- Manage the program's budget
- Organize monthly meetings of the Board of Directors
- Effectively engage with the Board on implementing the LWA's 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.

MINIMUM QUALIFICATIONS:

- Enthusiasm for the mission of the organization
- Bachelor's Degree in a field related to the position
- Field experience in the natural resource sciences
- At least two years work experience in a leadership position
- Exceptional interpersonal skills
- Strong writing skills
- Ability to communicate effectively with people of diverse backgrounds and interests
- Highly self-motivated and able to work without supervision
- Ability to supervise summer interns
- Highly organized
- Competent at managing a budget

DESIRABLE QUALIFICATIONS:

- Experience working for an NGO
- Experience in non-profit management and administration
- Training in group facilitation
- Familiarity with watershed governance models throughout Canada
- Knowledge of Upper Columbia River watershed
- Training in water quality monitoring

LOCATION: Invermere, BC

HOURS: Maximum 40 hours / week, depending on funding

SALARY: $3,500/month FTE*

*Contract position set at 80% of full-time

ELIGIBILITY: Must be a Canadian citizen or permanent resident.

For more information about our organization, see: www.lakeambassadors.ca

TO APPLY: To apply please send a cover letter and your resume electronically (.doc or pdf only) to

Lake Windermere Ambassadors
info@lakeambassadors.ca

Subject line : “Application for Program Coordinator Position”

Questions? Call: 250-341-6898