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**Program Coordinator - Maternity Leave Contract**

**Deadline to apply:** February 29, 2020

**Term:** April 1, 2020 to January 31, 2021 (possible opportunity to extend)

**Compensation:** \$25/hour plus GST, up to 1,345 hours

**Location:** Columbia Valley, BC

We are looking for a passionate water steward and community leader to join our organization. Please read the full job description below, and follow the instructions at the bottom of the page for how to apply.

Thank you for your interest in working with the Lake Windermere Ambassadors!

**Organization Background:**

The Lake Windermere Ambassadors are a community-based environmental stewardship NGO 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.

A Board of Directors representing a diversity of stakeholders in the Lake Windermere watershed guides the organization. The Lake Windermere Ambassadors are currently leading lake water quality monitoring and conducting water-related education and stewardship programs. They also encourage the implementation of policies & guidelines in the Lake Windermere Management Plan in their appointed role as Lake Management Committee. The Ambassadors have received accolades for their collaborative initiatives and are being used as a model for community-based water stewardship by Living Lakes International, Living Lakes Network Canada, and Friends of Kootenay Lake.

The Coordinator position provides an exciting opportunity to help foster community-based water stewardship work through grassroots initiatives aimed at watershed monitoring, planning, and community engagement. Reporting to a Board of Directors, the Coordinator is responsible for implementing all aspects of the program, including water quality and quantity monitoring, public outreach and education, restoration and maintenance, and program administration. The Coordinator supervises summer staff, but otherwise is the sole employee of this organization.

## **Duties and Responsibilities:**

### SCIENCE

- Conduct lake, creek, and beach water quality monitoring and data analysis
- Conduct flow/water quantity monitoring and data analysis
- Implement additional scientific research on a project basis
- Maintain accurate water science database
- 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 local governments to implement the non-regulatory recommendations in the Lake Windermere Management Plan
- 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 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 new members and volunteers

### ADMINISTRATION

- Assist in 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 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
- Supervise summer interns

## **Required Qualifications:**

- Successful completion of a diploma or degree in environmental science or a related field
- 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 driver's license and access to personal vehicle
- Canadian Citizen or Permanent Resident
- Willing and able to pass a Criminal Record Check for working with youth and vulnerable populations

**Additional Desired Qualifications:**

- Experience working for an NGO
- Experience in non-profit management and administration
- Training in group facilitation
- A passion for water stewardship and sustainability
- 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
- CABiN Certification

**Contract Schedule:**

This is an independent contractor position, as contractor, you may set your own hours (a typical workweek varies from 20-40 hours, depending on the time of year and current granting cycle) and your own work location (an office space is provided for your use). Some evenings and weekends may be required.

The recommended schedule is as follows:

Month	Hours	Notes
April	160	40 hours of training with outgoing Program Coordinator, additional support available
May	160	Summer Programming
June	160	- Summer Student support
July	160	- Outreach and Education
August	160	- Water Quality and Quantity monitoring - 20 hours of support from outgoing Program Coordinator
September	160	Fall Programming
October	150	- Fall Lakes Conference - Annual Monitoring protocols - Data Analysis - 30 hours of support from outgoing Program Coordinator
November	70	- Report writing
December	85	- Winter outreach
January	80	- 45 hours of support from outgoing Program Coordinator

**TO APPLY:** Please submit a brief cover letter describing how you meet the above qualifications and your CV or resume, AS ONE FILE, electronically (.docx or .pdf only) to:

Hiring Committee, Lake Windermere Ambassadors Society  
 info@lakeambassadors.ca  
 Subject line: "Program Coordinator Position"