



PO Box 601, 625 4th Street, Invermere, BC, V0A 1K0
info@lakeambassadors.ca (250) 341-6898

Program Assistant

Deadline to apply: October 15, 2021

Term: December 1, 2021 to November 30, 2022 (possible opportunity to extend)

Compensation: \$20/hour

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.

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 Assistant 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 the Program Coordinator, the Assistant is responsible for supporting all aspects of the program, including water quality and quantity monitoring, public outreach and education, restoration and maintenance, and program administration.

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 and upload data to Columbia Basin Data Hub
- Support completion of annual reports
- Interpret scientific information for decision-makers and the public

EDUCATION AND OUTREACH

- Conduct education programs with school-aged youth

- Write articles in the local newspaper and online blog
- 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, invasive species, and other relevant watershed concerns
- Recruit new members and volunteers

ADMINISTRATION

- Support development of the work plan and strategic direction
- Represent the organization to the media, local government, community groups, regional stewardship groups and planning committees
- Attend trainings and conferences to increase capacity of the organization

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
- 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
- Valid driver's license and access to personal vehicle
- Access to a personal computer for work
- 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
- A passion for water stewardship and sustainability
- Familiarity with watershed governance models throughout Canada
- Experience and/or training in water 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

Schedule:

The assistant will work up to 30 hours a week, the schedule will be dependent on program demands, some evening and weekend work will be required. An office space will be provided, but there will be some flexibility to work remotely if desired.

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
 shannon@lakeambassadors.ca
 Subject line: "Program Assistant Position"