



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

Program Coordinator

Deadline to apply: December 20, 2021

Compensation: \$25 to \$30/hour plus GST, up to 1,600 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 water stewardship organization 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 water monitoring and conducting water-related education and stewardship programs. They also support and encourage the implementation of recommendations 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 Network Canada, Columbia Lake Stewardship Society, 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 overseeing and implementing all aspects of the program, including water monitoring, public outreach and education, restoration and maintenance, and program administration.

We are committed to creating a diverse and inclusive workplace, we encourage all qualified applicants to apply. If you require any accommodations to make this application accessible please contact us.

What you'll do:

ADMINISTRATION

- Grant writing, tracking, and reporting
- Manage organization 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 to increase capacity of the organization
- Supervise Program Assistant and Water Stewardship Assistant

ENGAGEMENT

- Facilitate community conversations about the watershed
- 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

SCIENCE

- Manage lake, creek, and beach water monitoring and data analysis
- Implement additional scientific research on a project basis
- Maintain accurate and precise records, including coordinating data uploads to Columbia Basin Water Datahub
- Complete annual reports
- Interpret scientific information for decision-makers and the public

EDUCATION AND OUTREACH

- Coordinate 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 and partners through presentations, 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

What you bring:

- At least two years' work experience in a leadership position
- Budget management and grant writing experience
- Experience in nonprofit management and administration
- High level of organization and understanding of time management tools
- Exceptional interpersonal skills
- Highly self-motivated, and able to work without supervision
- Very strong written and oral communication skills (English essential)

- Ability to communicate positively and effectively with people of diverse backgrounds and interests
- Willingness and ability to conduct field work on land and water
- 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:

- 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.

To Apply:

Please complete [this application form](#), including a Cover Letter and Resume:
Hiring Committee, Lake Windermere Ambassadors Society