



Friends of Kootenay Lake

Stewardship Society

Job Posting

Title: Friends of Kootenay Lake Program Manager

Terms of Employment: Start 24 hours/ week. Continuing Position. Increase in hours possible pending fundraising success.

Wage: \$20-\$25/hour depending on qualifications

Application deadline: Open until filled

Location: Flexible within the Kootenay Lake Area, British Columbia

About Friends of Kootenay Lake Stewardship Society:

The Friends of Kootenay Lake Stewardship Society (FOKLSS) mission is to improve the health and stewardship of Kootenay Lake through monitoring, habitat restoration, capacity building and the empowerment of local communities and stakeholders.

FOKLSS achieves excellence in stewardship through collaboration and evidence-based decision-making in its project development and management. FOKLSS works to develop community participation, passion and pride in lake stewardship and provides a voice for the lake's stewardship community to regional and international management and governance bodies.

Job Description:

The Program Manager will lead lake stewardship initiatives including education and outreach, shoreline restoration, lake planning, and environmental monitoring. The Program Manager will be responsible for all aspects of day-to-day operation of FOKLSS, including fundraising, project administration, board support, and program planning and implementation.

The position requires the Program Manager to have access to office space and a vehicle (mileage for work related trips is paid in addition to wages). Duties include indoor office work, meetings and events, and outdoor programs.

The Friends of Kootenay Lake Stewardship Society Program Manager will carry out the following activities:

- Support the development of relevant stewardship projects (e.g., water quality monitoring, control of invasive species, habitat restoration, wildlife monitoring etc).
- Promote Friends of Kootenay Lake Stewardship Society initiatives through social and traditional media
- Represent Friends of Kootenay Lake Stewardship Society through the Kootenay Lake community.
- Conduct public outreach and education to increase understanding of the lake ecosystem and stewardship opportunities
- Supervise the Community Values Study project and oversee contractor to meet program deliverables
- Participate in board-led strategic planning
- Organize and deliver workshops, open houses and public meetings to provide information and solicit input.
- Recruit, orient, train, and supervise volunteers
- Conduct administrative duties to support day-to-day and long term operations, including budget management, bookkeeping oversight, grant reporting, and work planning

- Raise funds for the program through memberships, sponsorships, events, and grants
- Support and liaise with the Board of Directors and the Lake Advisory Council.

Skill Requirements:

EDUCATION: Successful completion of a diploma or degree in environmental sciences, environmental education or a related field.

Experience:

Candidates must have a minimum of three years' experience working in environmental field. Preference will be given to candidates with skills in nonprofit management and administration, documented experience in community engagement and outreach, facilitation, water stewardship, and grant application writing.

Required Qualifications:

- Project Management experience including overseeing contractors, budgets, and deliverables.
- Strong communication and engagement skills including: facilitating meetings, public speaking, coordinating and recruiting volunteers, publicizing events and programs, managing website and social media.
- Experience with fundraising including grant writing and reporting.
- Nonprofit administration, management and governance.
- Strong administrative skills including: meeting logistics, record keeping, budget management, and organizational skills.
- Experience working with water stewardship and fish and wildlife habitat restoration projects.
- Capable of completing assigned tasks on time and with minimal supervision.
- Able to solve problems as they arise.
- Excellent oral and written English language skills.

Preferred Qualifications:

- Experience with GIS, including ability to create maps.
- Event organization and logistical skills.
- Demonstrated interest and experience in environmental monitoring as well as ecological restoration.

To apply, please send a cover letter and resume in PDF format by email to info@friendsofkootenaylake.ca.

We thank all those that apply, however, only those selected for an interview will be contacted.