



**Friends of
Kootenay Lake**
Stewardship Society

**IS HIRING A SUMMER
STUDENT!**

ENVIRONMENTAL OUTREACH COORDINATOR

This position will start on May 15th and end on August 25th, 2017. This position is for 30 hours/ week and will pay \$15/hour plus MERCS.

POSITION OVERVIEW

The Environmental Outreach Coordinator will work closely with the Program Manager on a weekly basis. They will help to run public outreach events, coordinate volunteers, assist in social media campaigns, assist in training citizen scientists, lead volunteers on citizen scientist data collection and analysis trips, compile and analyze scientific data, research and assist in writing grant applications, attend meetings with the Program Manager when applicable, work with local businesses, organizations and institutions to foster healthy partnerships, support organizational development, assist in membership support and work on target outreach. The student will be given a special project that will assist in furthering their personal career as well as the organization. This project will be determined once the student has started their contract.

JOB REQUIREMENTS

- Must be under 30 years of age
- Need to be returning to school at the end of summer
- Preferably enrolled in a related program
- 1 -2 years of post-secondary
- Excellent verbal skills
- Strong writing skills
- Knowledge of Excel, Word and Powerpoint
- Outgoing and passionate about the environment

**APPLICATIONS ARE DUE APRIL 23, 2017
PLEASE EMAIL RESUME AND COVER LETTER TO
INFO@FRIENDSOFKOOTENAYLAKE.CA**