



**Friends of  
Kootenay Lake**  
Stewardship Society

## Job Posting

Friends of Kootenay Lake Stewardship Society

### **Environmental Outreach Coordinator (Summer Position)**

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**Deadline to apply is April 11<sup>th</sup> at 11:59 p.m.**

**Terms of Employment:** Temporary - 18-week contract, 30 hours per week. Applicants must be under 30 years of age.

**Wage:** \$18/hour

**Location:** Flexible within the Kootenay Lake Area, British Columbia.

**Start date:** May 3<sup>rd</sup>, 2021.

#### **About Friends of Kootenay Lake Stewardship Society:**

The Friends of Kootenay Lake Stewardship Society's (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 Environmental Outreach Coordinator will support education and outreach, social media management, member engagement, administrative tasks, and primary projects. The Environmental Outreach Coordinator will ensure that Kootenay Lake residents are kept up to date on all projects and programs happening around the lake, assist with monitoring, and coordinate engaging virtual educational programs for lake residents including K-12 students in School District 8.

The position requires the Environmental Outreach Coordinator to have access to a home office space, a computer, a phone, and a reliable vehicle. The applicant must be able to work flexible hours (evenings and weekends, when needed).

**The Friends of Kootenay Lake Stewardship Society Environmental Outreach Coordinator will carry out the following activities to support the Friends of Kootenay Lake team and the success of the organization:**

- Manage Friends of Kootenay Lake's online presence on social media (Facebook, Instagram, Twitter), our website, and our monthly e-newsletter
- Organize and deliver virtual workshops and public meetings to share information and solicit input on FOKLSS programming to meet deliverables.

- Support the Assistant Program Manager with project implementation and monitoring (e.g., Osprey Monitoring, Love Your Lake surveying, Beach Cleanups etc.)
- Raise funds for the organization through supporting membership growth, and assisting in writing sponsorship and grant applications.
- Support the development of relevant stewardship projects (e.g., water quality monitoring, control of invasive species, habitat restoration, wildlife monitoring etc.).
- Support and liaise with partner organizations.

### **Skill Requirements:**

**Education:** Have obtained or are currently pursuing a diploma or degree in environmental sciences or a related field.

**Experience:** Candidates must have a minimum 1-year of experience working in an environmental or related field. Preference will be given to candidates with skills in social media management and documented experience in community engagement and outreach, facilitation, water stewardship, local knowledge, and grant application writing.

### **Required Qualifications:**

- Strong communication and engagement skills including public speaking, report writing, note taking, professional use of email, and the coordination of groups at events or field days.
- Excellent verbal and written English language skills.
- Experience using social media tools such as Instagram, Twitter, Facebook, LinkedIn, and Mailchimp to promote events and share information.
- Experience working with children. (Exp running education programs would be an asset).
- Excellent data collection skills with experience using mobile data collection software.
- Capable of completing assigned tasks on time and with minimal supervision.
- Excellent problem-solving skills, solving problems as they arise.
- Class 5 driver's license and access to a reliable vehicle.

### **Preferred Qualifications:**

- Experience with graphic design or aesthetic formatting using Microsoft Word, PowerPoint, Canva, InDesign, Photoshop etc.
- Criminal record check
- Occupational First Aid Level 1
- CABIN field assistant certification or higher
- Experience using QGIS

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To apply, please send a cover letter and resume in PDF format by email to [info@friendsofkootenaylake.ca](mailto:info@friendsofkootenaylake.ca)

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

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