



**Friends of
Kootenay Lake**
Stewardship Society

Job Posting

Friends of Kootenay Lake Stewardship Society

Stewardship Coordinator (1-year contract position)

Deadline to apply is April 14th, 2022 at 11:59 p.m.

Terms of Employment: 1-year contract, 35 hours per week (funding dependant). Possibility of extension pending funding and evaluation of intern. Candidates must be under 30 years of age (inclusive) due to funding requirements. They must also have not previously taken part in an Eco Canada wage funding program.

Wage: \$20/hour

Location: Nelson, British Columbia (consideration will be given to other Kootenay Lake residents).

Start date: May 2nd or 9th, 2022

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, First Nations, 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 platform to raise community voices, bridging the gap between residents and decision makers.

Job Description:

The Stewardship Coordinator is responsible for supporting the implementation of and fundraising for Friends of Kootenay Lake's stewardship projects with oversight from the Program Manager. This includes leading field-based monitoring, site maintenance, cleanup activities, volunteer coordination and training, and data collection, analysis, and management to meet project deliverables.

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

- Support the Program Manager with project planning and coordination for Friends of Kootenay Lake's stewardship projects. The Stewardship Coordinator will be expected to lead and work independently in coordinating field or office-based work and directing small crews.
- Field work including environmental monitoring, wildlife monitoring, habitat restoration, lake cleanups, field reconnaissance, data collection, and more.
- Write grant and sponsorship applications for stewardship projects and support the planning and implementation of fundraising events.
- Data entry, analysis, management, and report writing.
- Coordinate volunteers and citizen science monitoring programs for stewardship projects.
- Develop and deliver workshops, presentations, webinars, and public meetings for stewardship projects.
- Support and liaise with partner organizations, community members, First Nations, governments, etc.
- The Stewardship Coordinator

Job Requirements:

Education: Diploma or degree in environmental sciences or a related field.

Experience: Candidate must be knowledgeable about environmental science and passionate about land and water stewardship. The ideal candidate will have work or volunteer experience in the environmental or non-profit field. Preference will be given to candidates with skills in data collection, data analysis, report writing, organization, self-motivation, financial management, community engagement, grant writing and general computer skills.

Required Qualifications:

- Verbal and written English language skills.
- Under 30 years of age (inclusive, due to funding requirements).
- Ability to provide a fully functional personal workspace.
- Class 5 divers' license and reliable vehicle with ability to transport supplies.
- Able and willing to pass a criminal record check.
- Able and willing to work flexible hours, evenings or weekends when required.
- Field-based skills such as species identification, data collection, and use of monitoring equipment.
- Ability to work in all-weather, remote or wilderness conditions.

Preferred Qualifications:

- Two-years+ experience working in the environmental, non-profit, or related field.
- Project management or coordination experience, specifically relating to environmental or wildlife monitoring, habitat restoration, research, or education.
- 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.
- Experience working closely with the public and with a diversity of people.
- Experience with fundraising including proposal writing, campaign organizing, and partnership building.
- Strong time management to accomplish diverse activities and meet deadlines.
- Administrative skills including meeting logistics, record keeping, budgeting and organization.
- Experience and comfortability using various technologies including computers, mobile devices, monitoring equipment, software, online tools and databases, applications and more.
- Understanding of non-profit management and general operations.
- Data collection skills with experience using mobile data collection software.
- Problem-solving skills, ability to solve problems as they arise.
- Local knowledge of Kootenay Lake and surrounding communities.
- Knowledge of basic principles of hydrology, limnology, wildlife biology, ecology, climate science etc.
- Occupational First Aid Level 1.
- CABIN field assistant certification or higher.
- Experience using QGIS.
- Experience with video and audio editing.

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

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