

Watershed Education/Outreach Coordinator For the Mighty Peace Watershed Alliance

Job Description:

Reporting to the Executive Director, the MPWA Watershed Education/Outreach Coordinator will take the lead in education and outreach programming, stewardship projects, developing print and promotional materials, as well as some administrative duties to support the MPWA's objectives. To join a 3-person team to move the work priorities of the organization forward. MPWA is a multi-sector Watershed planning and Advisory Council. For information regarding the MPWA, please refer to our website at www.mightypeacewatershedalliance.org

Major Duties:

- Education and outreach to our stakeholders is a large part of our work, as the coordinator you will be expected to plan, provide, and execute opportunity for learning and growth to a variety of audiences throughout the Watershed in creative and engaging ways.
- Planning and coordination with other organizations for a variety of watershed related events for a public and youth audience.
- Work with local organizations to deliver watershed related programming to schools in the watershed and adult groups.
- Provide secretarial support to the Board of Directors and associated working committees including agenda packages, minutes, and meeting arrangements.
- Assist staff in providing education and training opportunities for Board of Directors and Membership.
- Coordination of stewardship projects.
- Assist the Executive Director and Watershed Coordinator with various administrative and project related tasks.
- Create and Update brochures, teaching materials, newsletters, etc.
- Update and monitor social media and website.
- Maintain Membership lists, Mailing lists and email contact lists.

Required Qualifications:

- Degree or diploma in environmental science, or related field. Equivalent work experience will be considered.
- Knowledge of the Peace River and Slave River Watersheds, freshwater ecosystems, Government of Alberta's 'Water of Life Strategy', and working with nonprofit organizations.
- Excellent computer skills and Graphic Design capabilities. – Microsoft office, power point, Prezi, excel, publisher, etc.
- Excellent writing, oral presentation, and public relation skills.
- Ability to communicate effectively both with the Executive Director and MPWA board, and externally with stakeholders and the public.
- Ability to work independently, establish priorities and manage time effectively.
- Ability to work with and engage all age groups in the watershed. Sharing a love of the watershed and all it has to offer with people in the watershed.
- Must have a valid driver's license and reliable vehicle as travel will be necessary. Reimbursement of mileage will be at the set MPWA rate.
- Suitable candidate will be enthusiastic, well organized, and self-motivated. Training opportunities will be provided.

Position details:

- Full time starting when suitable candidate is found.
- Annual Salary negotiable based on experience and qualifications. (\$35,000 - \$42,000)
- Term of Employment: 1 year position with opportunity for renewal. Position year is from April 1-March 31.
- There may be times where there will be a need for flexible work hours (i.e./evenings and weekends).
- Office based out of McLennan, AB

Please Forward Resume, Cover letter & References to:

Rhonda Clarke-Gauthier, Executive Director Mighty Peace Watershed Alliance
Box 217, McLennan, AB T0H 2L0 Phone: 780-324-3355 Email: mpwa.execdirector@telus.net