



## **Watershed Education and Outreach Coordinator For the Lesser Slave Watershed Council**

### **Position Description**

Reporting to the Executive Director, the LSWC Watershed Coordinator will take the lead in watershed education, outreach and communication in the Lesser Slave Watershed from our office in High Prairie, AB.

### **Duties to include but not limited to:**

- Plan and deliver public events, workshops, and activities that promote watershed stewardship. For example: Green Acreages Workshops, Living By Water Program, Kids Can Catch events, and others.
- Engage with the High Prairie School Division and Northlands School Division to provide curriculum related environmental education programs upon request.
- Coordinate and lead the Little Green Thumbs program and complete all required reporting.
- Provide secretarial support to the Board of Directors and associated working committees including agenda packages, minutes, and meeting arrangements.
- Prepare and distribute quarterly newsletters using Nation Builder software.
- Maintain social media presence through Facebook and Twitter and the LSWC website.
- Project support for water quality monitoring and watershed stewardship projects.
- Organization of open houses, field days, and other outreach activities across the watershed.
- Tracking and reporting on education and outreach activities and preparation of annual outreach report card.
- Work with the Lesser Slave Forest Education Society to deliver watershed related programs and field trips.
- Network with other watershed education and outreach staff, participate in meetings and joint Watershed Planning & Advisory Committee initiatives.

### **Required Qualifications:**

- Degree or diploma in environmental science, geography, or related field. Equivalent work experience will be considered.
- Knowledge of watersheds, Water of Life and working with nonprofit organizations.
- Excellent computer skills – Microsoft office programs, photoshop, Canva, Nation Builder; graphic design skills will be an asset.
- Excellent writing, presentation, and public speaking skills.
- Ability to communicate effectively with the Executive Director, 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 our watershed.
- Must have a valid driver's license and reliable vehicle as travel will be necessary.

### **Position details:**

- Full time starting ASAP when a suitable candidate is found.
- Salary: approximately \$50,000 per year with benefits after 3 months
- Term of Employment: 1 year with annual renewal upon performance evaluation.

### **Please email resume to:**

Meghan Payne, Executive Director

Phone: 780 523 9800

Email: [meghanpayne@lswc.ca](mailto:meghanpayne@lswc.ca)