

Position Title	Science Communication Coordinators (2 positions)
Classification	Full-time, summer student position (16 weeks); This position depends on external funding, and as such is subject to change
Reporting	Reporting to the Executive Director of Athabasca Water Council or other senior staff positions
Location	Town of Athabasca (remote working will be a consideration however the candidate must be a resident of Alberta).
General Hours of Work	From Monday to Friday: 7 hours a day (8:30 – 4:30), (flexible hours of work will be considered).
About the Athabasca Watershed Council (AWC)	<p>Established in 2009, the Athabasca Watershed Council (AWC) is a designated Watershed Planning and Advisory Council that works in partnership with the Government of Alberta to achieve the goals outlined in the Provincial Government’s <i>Water for Life</i> strategy:</p> <ul style="list-style-type: none"> • Safe, secure drinking water • Healthy aquatic ecosystems • Reliable, quality water supplies for a sustainable economy. <p>The mission of the Athabasca Watershed Council is: The AWC demonstrates leadership and facilitates informed decision-making in the Athabasca watershed by bringing stakeholders and Indigenous peoples together to promote, foster respect, and plan for an ecologically healthy watershed that supports social responsibility and economic sustainability.</p>
About AWC Term Positions	From time to time, the AWC may fill short term positions in order to support a project or program. This position is funded through the Canada Summer Student Jobs funding program that benefit the recipient with relevant job experience, mentoring, and employment references.
Role	<p>The primary role of the Science Communication Coordinator is to support the Executive Director, or another senior position, by:</p> <ul style="list-style-type: none"> • Undertaking a number of small, short-term projects (e.g., preparing fact sheets, undertaking literature searches) • Creating communications materials (e.g., blog posts, TikTok, other social media posts) • Promoting projects and events via AWC social media • Representing and promoting the AWC at external events (e.g., farmer’s markets, open houses, other organization’s events) • Assisting with field work • Promote and adhere to the AWC's Health and Safety policies and procedures, • Providing support for lake stewardship groups, such as Healthy Waters Lac La Biche, etc.

	<ul style="list-style-type: none"> Performing other duties as assigned by the Executive Director, or other senior staff member
Knowledge, Ability & Skills	Knowledge and Ability <ul style="list-style-type: none"> Good knowledge of Microsoft Office programs and other software used for editing, creating spreadsheets, etc. Excellent written and oral communication and presentation skills Strong organizational skills and proven time management and the ability to manage a diverse workload Self-motivated with the drive and perseverance to work independently and as well as working within a team environment Good attention to detail
Qualifications and Requirements	<ul style="list-style-type: none"> A student enrolled in biology, environmental science, or another relevant program. Between 15 and 30 years of age (inclusive) at the start of employment* You are a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act* You are legally entitled to work according to the relevant provincial/territorial legislation and regulations* You have effective communication skills You are comfortable working with various groups of all ages You have a valid driver's license and the ability to travel <p>*The funding of this position is dependent on this requirement being met</p>
Salary	<ul style="list-style-type: none"> \$20/hour
Start Date	<p>Start Date: May 2022</p> <p>Submit your cover letter and resume by April 22nd to:</p> <p>Sarah MacDonald, Watershed Science Coordinator</p> <p>Email: science@awc-wpac.ca</p> <p>Mailing Address: PO Box 1058, Athabasca, AB, T9S 2A8</p>