



# We're Hiring!

## Position: Headwaters Project Coordinator

- Two Year Term position commencing on or about October 1, 2024 with possible extension dependent on available funds.
- Full-time: 7.25 hrs/day with some evening and weekend work and travel required.

## Location

- Preference is for a person living in the Hinton-Edson-Yellowhead County area of Alberta although other locations will be considered.

## About Us

The Athabasca Watershed Council (AWC) is one of eleven Watershed Planning & Advisory Councils in Alberta. Established in 2009, we are a registered charity governed by a volunteer consensus-driven board of directors representing governments, industry, non-government organizations, Indigenous communities, and the general public. We work to achieve the goals outlined in the Provincial Government's *Water for Life* strategy by striving for our vision that *The Athabasca watershed is ecologically healthy, supporting resilient communities and a sustainable economy*. For more information, please visit our website at [www.awc-wpac.ca](http://www.awc-wpac.ca).

## Position Summary

The AWC is hiring a Project Coordinator to support its program and project activities throughout the Athabasca watershed but with a strong focus on its headwaters. The successful candidate for this position is an individual with a keen interest in all things related to water and watersheds, particularly as it relates to northern rivers and aquatic ecosystem health. Experience at building relationships and coordinating stakeholder and stewardship initiatives is also an asset.

## Key Functions

1. **As an AWC staff member, you will support the work of the AWC by:**
  - Building awareness and support for the AWC (including its vision, mission and goals).
  - Supporting the AWC's adaptive watershed assessment and planning activities.
  - Participating in meetings and contributing to the team through ideas, problem solving, and decision making skills.
  - Evaluating safety hazards and developing strategies to control risks in the workplace/field.
  - Representing the AWC at technical and outreach events (webinars, conferences, etc.).
  - Assisting with other duties as assigned.

- 2. As the Healthy Headwaters Project Coordinator, you will work towards AWC goals by:**
- Cultivating relationships with key water stakeholders and rights holders in the Hinton-Edson-Yellowhead area and forming/facilitating a Healthy Headwaters Working Group to identify water issues, set priorities and coordinate activities to address such issues.
  - Working towards 'clear, cool, connected and biodiverse' headwater streams (healthy aquatic ecosystems) by promoting riparian assessment, restoration and conservation; stream connectivity; responsible recreation; citizen science and community monitoring, etc.
  - Participating in water quality and benthic invertebrate sampling, riparian plantings and weed pulls, watercourse crossing workshops, open houses and other events.
  - Assisting with project grant proposal writing and grant management as needed.

### **Qualifications**

- A post-secondary degree in a relevant field (Biology, Ecology, Environmental Science, etc.) Related experience may be accepted as equivalent.
- Work experience: Preference for at least 2 years of work experience with a demonstrated track record of successful project management and public outreach / engagement.
- Valid Class 5 Alberta driver's license and a means of safe, reliable transportation.

### **Knowledge and Skills**

- Ability to research, learn and communicate technical aspects to diverse audiences through expert verbal and written communications.
- Proficient with Microsoft Office programs.
- Strong background and keen interest in water and watershed management, particularly water quality, aquatic species, riparian management, and related land use issues in a northern Alberta context.
- Demonstrated experience engaging stakeholders, Indigenous communities, the public, etc.
- Strong organizational / project management skills and time management abilities; can manage multiple priorities, problem solve and meet deadlines; self-motivated and able to work independently as well as within a team environment.
- Knowledge of grant writing, social media, GIS and citizen science beneficial.

**Compensation:** \$24/hour; 2 weeks' vacation annually; lots of mentoring and opportunities for training, networking and other career-building experiences.

**How to apply:** Please submit your resume to [admin@awc-wpac.ca](mailto:admin@awc-wpac.ca) before **midnight September 29, 2024**. We thank all applicants in advance (we really appreciate your interest), but only those chosen for interviews will be contacted.