



WINTER RIVER - TRACADIE BAY WATERSHED ASSOCIATION

Supporting The Watershed,
So It Can Support You

Detailed Job Description: Watershed Coordinator

1) General Description of Geographical Area of Responsibility

The Winter River-Tracadie Bay Watershed is located on the north coast of Prince Edward Island, just east of the center of the province. It covers approximately 14,000 hectares and is the principal source of potable water for the City of Charlottetown.

2) Accountability

The Coordinator is accountable to the Board of Directors of the Winter River - Tracadie Bay Watershed Association (WRTBWA) for work assigned by the Board, including project applications and reports to funding agencies; supervision of staff; field operations; financial management; liaison with landowners and outside agencies; data collection and analysis; and public relations. The goals, objectives, and strategies of the WRTBWA are further outlined in the Association bylaws and Watershed Management Plan (WMP).

This position reports to the Board of Directors through the Board Chair and/or the chair of the applicable committee of WRTBWA. Committee chairs then report back to the board chair.

3) Authority

The Coordinator acts under the authority of the WRTBWA Board in directing staff, or when speaking on behalf of the WRTBWA. Coordinator may be called upon to be the spokesperson for the group for media interviews such as CBC television or radio, or The Guardian newspaper. The board and/or the communication committee will be informed of media interviews in advance and talking points may be discussed.

4) General Duties

a) Planning (15%)

- Coordinate all aspects of watershed planning and enhancement as directed by the Board. Different aspects of planning will come from different committees.
- Make applications for funding to government and other agencies. Seek funding opportunities where the mandate of the fund aligns with at least one of the strategies from our WMP. Complete required reports after project completion.
- Maintain an up-to-date list of projects and assist the Board to prioritize them.

b) Field Operations (45%)

- Carry out all field activities as outlined within funding contracts from all funding partners, and ensure sufficient data is collected to report on these activities (ex. photos, GPS coordinates, weight of material collected, number of trees planted per site).
- Deliver results on Watershed Management Plan goals, objectives, and strategies through field operations.

- Supervise and complete prescribed in-stream and on-the-ground activities such as fish habitat enhancement, tree planting, and removal of debris and garbage from waterways and riparian areas.
- Supervise and complete prescribed data collection, primarily on water quality and quantity, and soil quality, including tabulation and analysis.
- Manage all equipment, including purchasing, inventory, use, maintenance, and storage. Some maintenance activities can be delegated to staff members.
- Liaise with technical experts on watershed restoration activities, as required.
- Liaise with community residents and landowners to acquire landowner permission for access to streams and adjoining land.

c) Administrative Management (20%)

- Prepare monthly and annual reports as required by the Board. This includes monthly coordinator's report, annual financial reports, etc.
- Administer financial management and payroll under the supervision of the Treasurer, with assistance from Field Supervisor.
- Maintain appropriate financial, personnel, and inventory records.
- Manage staff relations in accordance with applicable provincial and federal legislation
- Establish performance standards, assign duties, and supervise crews.
- Enforce safety rules in use of equipment, field operations, and public health guidance.
- Abide by the bylaws and policies of the WRTBWA.
- Participate in the recruitment and hiring of crew members.
- Prepare for and attend all Board and committee meetings.

d) Communications (20%)

- Communicate WRTBWA activities to watershed residents through social media, newsletters, media relations, and/or any other medium deemed to be useful.
- Work with landowners and residents to promote activities that support the goals of the WMP.
- Work with the WRTBWA Board and committee members to organize public meetings and educational events (ex. snowshoe hike, tree planting events, AGM).

5) Qualifications

Essential Qualifications

- Educational in biology, wildlife management, environmental science, or another relevant field. A university degree is preferred, but individuals with a college diploma will also be considered.
- Ability to handle physical tasks such as heavy lifting, and walking for extended periods in various outdoor habitats (fields, woods, streams, etc.)
- Emergency First Aid certification (or willingness to take course upon commencement of employment)
- Ability to manage in a collaborative style
- Openness to continuous learning
- Access to own vehicle and cellphone
- Computer skills in Microsoft (Excel, Word, PowerPoint) and Google Products (Sheets, Docs, Drive)

Asset Qualifications

- Experience or training in
 - project management
 - public relations
 - technical writing
 - bookkeeping (especially using Sage 50)
 - agriculture
 - field data collection and analysis
 - water policy
- Experience with grants and contributions from government or non-government organizations (applications, disbursement, reporting, etc.)
- Previous membership on a board of directors
- Previous experience working for a Registered Charity
- Previous work experience in stream enhancement, tree planting, forest management ...
- Supervisory experience
- Silviculture (chainsaw) certification
- Additional safety training, such as wilderness and remote first aid training
- Residence within the watershed area

6) Work Term

The position is full-time, available immediately, and renewable annually based on satisfactory performance

7) Salary

The hourly wage for this position ranges between \$22 and \$26 per hour, plus vacation pay, based on qualifications and experience; a cost-shared group insurance plan is also available

8) Evaluation

The Coordinator's performance is evaluated annually by the Board and is based on the degree of completion of duties and responsibilities as outlined above. The Coordinator's employment may be terminated without cause during the six-month probation period, and may be terminated with cause in accordance with the provisions of the *Employment Standards Act*.

9) To Apply

Interested candidates should forward a letter of interest accompanied by a curriculum vitae to Dwayne McNeill, Chair of the WRTBWA, by noon on Friday, September 30, at dwaynejmcneill@gmail.com.