



RDRWA Watershed Program Coordinator

Compensation: competitive salary and health benefits, 7.25 hrs/day

Location: 4918 59 Street, Red Deer, Alberta

Applications may be used to fill upcoming positions

About Us:

The Red Deer River Watershed Alliance is one of eleven Watershed Planning & Advisory Councils in Alberta. We are a nonprofit charitable organization who strive to ensure our watershed remains healthy, dynamic and sustainable. We support implementation of the Water for Life Strategy through a collaborative process to: assess and report on the state of the watershed, develop and implement watershed plans, improve water literacy and education on watershed health and management through events and programming. The RDRWA has a strong history of engaging with stakeholders and partners. We recognize the importance of inclusive, positive and collaborative engagement and discussion on pressing complex watershed issues and shared solutions.

Position Summary:

The Program Coordinator is responsible for the effective functioning of programs and initiatives taken on by the RDRWA and ensuring the organization's policies and strategic directions are followed. This position plays a critical role in building partnerships and support for collaborative watershed action. This position leads programs and communications to facilitate discussion of watershed issues and opportunities. The position may be responsible for the coordination of consultants and supervision of students if required. You will report to the Executive Director and work as part of a team to deliver the key messages and watershed programming across the basin.

Key Functions:

- Deliver Watershed Management and Planning Projects
 - Manage and develop components of state of the watershed assessment and planning projects (e.g. riparian health assessment mapping and source protection watershed planning)
 - Provide writing support for grant applications and reporting requirements for priority projects
 - Give presentations to various stakeholders on watershed health and program updates
- Support Event and Committee Work
 - Develop programs to get people engaged in watershed management
 - Support watershed stewardship groups with local implementation, monitoring and educational initiatives
 - Work with committees on delivery and communication of watershed health education and assessment initiatives
 - Share ideas, listen and collaborate with our partners and stakeholders on shared watershed health initiatives
 - Collaborate with provincial agencies, other Watershed Policy and Advisory Councils and non-governmental organizations on initiatives
- Water Literacy and Outreach
 - Deliver and deliver water literacy and outreach programming to diverse audiences

- Support our existing educational partnerships to deliver educational programs to schools and other audiences
- Develop outreach materials (e.g. website, booths, social media)
- Maintain social media accounts (Twitter, Facebook, etc.) with support from staff and track analytics
- Maintain and develop the RDRWA website with support from the team

Qualifications:

- Bachelor's degree - planning, science (Biology, Ecology, Environmental Science etc), Education or a related discipline
- Work experience: Must have 3 years or more years of work experience in environmental outreach/ engagement and environmental assessment, and work.
- A valid class 5 driver's license

Knowledge and Skills

- Strong oral and written communication skills; many public presentations events
- Proficient with Microsoft Office programs
- Experience in watershed management work and programing
- Demonstrated experience engaging stakeholders
- Knowledge of water and land-use issues, assessment tools and watershed management in Alberta
- Able to manage multiple priorities, problem solve and meet deadlines
- Project management experience
- Experience with social media, website management and visual communications programs (e.g. Canva, Illustrator, constant contact)
- Ability to work independently and as part of a team
- Ability to develop and maintain positive working relationships internal/external contacts and stakeholders/partners
- Must undertake to obtain and a RCMP Criminal Records Check

Preference may be given to candidates with the following:

Training and experience with GIS, landuse planning, group facilitation skills, working with Indigenous communities, riparian health assessment, water quality and biological sampling (CABIN training), and or citizen science.

Other

Willing and able to travel and occasionally work overtime when required.

How to Apply

Please send your resume and covering letter to Francine Forrest, Executive Director by **Mar. 1, 2023**.

Mail or in-person to: Red Deer River Watershed Alliance, 4918 59 Street, Red Deer, Alberta, Canada T4N 2N1

or **email to:** Francine@rdrwa.ca.