



The Alberta Lake Management Society
PO Box 4283
Edmonton AB
T6E 4T3
info@alms.ca

Position Title: Program Manager

Closing Date: April 10, 2023

Location: Edmonton, AB

JOB SUMMARY

The Alberta Lake Management Society is seeking a full-time, permanent employee to act as a Program Manager. In this role, you will work closely with the Executive Director and be responsible for overseeing provincial community-based monitoring programs including LakeWatch and LakeKeepers, conducting environmental education and outreach, writing water quality reports, developing ALMS programming, and participating on adjacent committee work. Fieldwork, including lake and stream sampling, may be required. More information on the Alberta Lake Management Society is available at www.alms.ca

ESSENTIAL FUNCTIONS:

- Coordinating the delivery of summer and winter lake water quality monitoring programs.
- Hiring, training, and supervising summer water quality technicians.
- Managing, validating, and uploading water quality data.
- Writing water quality reports.
- Conducting data analysis using R or similar statistical software.
- Developing new water quality data visualizations for public audiences.
- Reviewing historical water quality reports and limnology literature as it pertains to program and reporting development.
- Purchasing and maintaining water quality monitoring equipment.
- Conducting fieldwork including summer and winter water quality monitoring.
- Designing community based environmental monitoring programs.
- Collaborating on research initiatives with partner universities.
- Building meaningful relationships with volunteers, communities, and partner organizations.
- Developing and delivering public presentations on topics related to limnology including water quality, eutrophication, cyanobacteria, and invasive species.
- Developing and delivering education and outreach programs for children and young adults.
- Participating on committee work when appropriate, including: technical advisory committees, scholarship committees, and lake watershed management planning committees.

JOB QUALIFICATIONS:

- A bachelor or graduate degree in environmental sciences or a related discipline.
- Two years of related experience (may include graduate school).
- Strong knowledge of lake science including topics related to water chemistry, eutrophication, phytoplankton, zooplankton, invasive species, and/or hydrology.
- Working knowledge of statistics as it pertains to environmental data.
- Experience conducting environmental education and outreach.
- The ability to work collaboratively with co-workers, volunteers, and partner organizations.

- Experience conducting environmental fieldwork.
- Strong technical and expository writing skills.
- An enthusiasm for public speaking.
- A friendly and collaborative personality.
- Must possess a valid driver's licence.

ASSETS:

- The ability to use the statistical program R.
- The ability to create maps using a GIS software.
- Experience designing environmental monitoring programs.
- Working knowledge of analytical chemistry as it pertains to environmental data.
- Supervisory experience.
- Experience managing social media and websites.
- A flexible schedule to accommodate fieldwork and outreach.
- Professional biologist designation (or the ability to obtain designation).

SALARY:

- Salary Range: \$50,000-\$75,000. Salary will be determined based upon experience.
- A group dental/health benefits package is available and covered 100% by ALMS.
- Vacation: Starting at two weeks paid vacation.

Please submit a cover letter with résumé as one document to Mr. Bradley Peter at info@alms.ca. In your cover letter, please highlight relevant education, work, and volunteer experiences that demonstrate your knowledge, organizational skills, and adaptive abilities. Please clearly indicate whether you meet the essential job qualifications.