



**Job Title: Watershed Science Program Coordinator**

**Start:** when suitable candidate found

**Hours:** Permanent; full time; 7.25 hours weekly; office-based in Red Deer, AB

**Location:** 4918 59 Street, Red Deer, Alberta

**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 and recognize the importance of inclusive, positive and collaborative engagement and discussion on pressing complex watershed issues and shared solutions.

**Position Summary:**

The **Watershed Science Program Coordinator** plays a critical role in building partnerships and working towards our State of the Watershed Report and other Mandate and Roles. This position will support the executive director to provide technical support to update our State of the Watershed report and later watershed management plan. Work includes managing contractors, coordinating input from technical advisory teams and technical writing. You will report to the Executive Director and work as part of a team to deliver watershed information across the basin.

**Key Functions:**

- Deliver Watershed Assessment and Planning Projects (50%)
  - Manage, develop and report on components of state of the watershed assessment and planning projects
  - Provide writing support for grant applications and reporting requirements
  - Communicate watershed health and program updates to various stakeholders
  - Coordinate technical committees
  - Work with committees on delivery and communication of watershed health education, events and assessment initiatives
- Water Literacy and Outreach (30%)
  - Develop and deliver water literacy and outreach programming to diverse audiences
  - Draft watershed material to help maintain RDRWA website and social media accounts (Twitter, Facebook, etc.)
  - Provide support to priority watershed stewardship groups with monitoring and educational initiatives
  - Support working committees
- Support Event Work (20%)
  - Plan, coordinate, and delivers RDRWA events, including forums and other special events, in collaboration with RDRWA staff.
  - 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

**Qualifications:**

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

*Knowledge and Skills*

- Proficient with Microsoft Office programs
- Technical reporting, knowledge synthesis and translation skills
- Courteous, professional demeanor
- Proficient communication skills
- Experience in environmental data analysis and reporting for diverse audiences
- Experience engaging with stakeholders
- Knowledge of water and land-use issues, assessment tools and watershed management in Alberta
- Able to manage multiple priorities, solve problems and meet deadlines
- Project management training or experience
- Experience or willingness to learn social media, website management and visual communications programs (e.g. Canva, Illustrator, constant contact)
- Ability to work independently and as part of a team to achieve organizational goals
- Ability to develop and maintain positive working relationships internal/external contacts and stakeholders/partners
- Experience or training with GIS

**Preference may be given to candidates with the following:** Training and experience with water quality and biological data assessment, GIS, riparian health assessment, landuse planning, group facilitation skills, and work with Indigenous communities.

**Other:**

- Must provide a RCMP Criminal Records Check
- Willing and able to travel and work overtime when required.

**How to apply:** Please email your cover letter and resume to Emily Genereux at [emily@hroutlook.ca](mailto:emily@hroutlook.ca) saved with your name and position title in the email subject line by June 13, 2025.

For more information, please visit our website [www.rdrwa.ca](http://www.rdrwa.ca). We thank all applicants that apply, however only those chosen for an interview will be contacted.