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Writer and Content Specialist Job Posting

10 month term position

Applications due June 1, 2025

About us:

The Oldman Watershed Council (OWC) is a collaborative forum for all voices, dedicated to advancing watershed health and safeguarding long-term water security through education, action, and stewardship. We occupy a unique space in Alberta's environmental sector, fuelled by innovation, community engagement, and measurable impact.

Position Overview:

This exciting new role lets you apply your exceptional writing and storytelling skills to advance watershed health and water security in Southern Alberta. It is a 10-month term position, ending March 31, 2026, with the possibility of extension, pending funding. The successful candidate will report directly to the Executive Director.

Work Environment:

- Flexible hours, negotiable up to 36.25 hours per week.
- Remote, work from home anywhere in Canada.
- Join a small, friendly team of eight who will work closely with you to achieve our shared goals..

Compensation:

- \$75,000 - 80,000 per year (36.25 hours/week)
- 3 weeks paid vacation

What We're Looking For:

- **Experience:** Minimum five years of professional writing success, with a proven record of tailoring key messages to specific groups and demographics.
- **Communication:** Exceptional writing skills, with strength in crafting compelling stories, engaging environmental content, and donor-centred narratives.
- **Knowledge:** Strong grasp of environmental science, sector-specific terminology, and Southern Alberta culture, paired with the ability to communicate effectively across diverse audiences.
- **Eye for Design:** Ability to select powerful images and utilize document design to captivate an audience.
- **Tech Savvy:** Proficiency with MS Office, Google Workspace, Canva, and ideally Squarespace.
- **Organizational Skills:** Highly organised, with excellent time management, and a proven ability to meet deadlines.
- **Flexibility:** Willingness to support the team with urgent priorities.

Candidates with less experience or qualifications may be considered at a lower compensation rate.

Key Responsibilities:

- Craft compelling, audience-specific narratives across digital and print platforms, including:

- Monthly blog posts and e-newsletters
- Donor-relations assets—cases for support, email appeals, donor newsletters.
- Briefing packages for government-relations campaigns
- Web copy for current projects
- Printed brochures for events.
- PowerPoint presentations.
- Collaborate with the Executive Director, Communications Manager, Project Lead and contracted designer to complete priority deliverables.

Why Join OWC?

At OWC, you do more than fill a role—you shape the future of water security in Southern Alberta. We are scaling up, thinking big, and leading innovative, community-powered solutions to protect our watershed. If you thrive on meaningful challenges, collaborative culture, and work that delivers measurable impact, we would love to hear from you.

Please email one PDF file—titled “OWC Writer and Content Specialist – YOUR NAME”—that includes your cover letter, résumé, and three writing samples to Shannon Frank, Executive Director, at Shannon@oldmanwatershed.ca. Candidates may be asked to draft an additional writing example during the interview process.

For more information on this opportunity, visit www.oldmanwatershed.ca. We appreciate every application; however, only candidates selected for an interview will be contacted. Thank you for your interest in joining our team.