

# We're Hiring a Coordinator!

The Salmo Watershed Streamkeepers Society ([www.streamkeepers.bc.ca](http://www.streamkeepers.bc.ca)) seeks a full-time Coordinator. The deadline for receiving applications is August 16, 2019.

**About SWSS.** The Salmo Watershed Streamkeepers Society (SWSS) is a not-for-profit, charitable organization involved in taking care of the "*Place Where We Live*". We promote awareness of threatened fish and wildlife in our watershed and beyond, produce scientific studies, monitor our water resources, are involved in wetland and river habitat restoration, offer employment opportunities for youth and others, provide educational material to the public and are advocates for the environment and natural systems conservation.

**The Coordinator.** The Coordinator of the SWSS builds upon and expands the organization's local and regional impact; contributing to the understanding and stewardship of the Salmo River Watershed within the Columbia Basin. They are passionate about environmental issues and ecosystem health and possess scientific and business acumen, working to ensure the organization is a true partner to community, First Nations, government, education, industry, corporations, and individuals in the region. The Coordinator will work in collaboration with the SWSS dedicated team; providing and receiving support to further SWSS Projects.

**The Responsibilities.** The Coordinator will provide support and management for the existing short term and ongoing SWSS projects. This includes overseeing day-to-day operations of staff and contractors to ensure projects meet stated goals. They will also continue to apply for new project funding. This work will be facilitated by the Board of Directors and the Special Projects Manager.

The Coordinator is also responsible for the project and administrative leadership, fundraising, networking and the external affairs of the organization, overseeing contracts and budgets. Other primary responsibilities include, but are not limited to, project management and funder financial reporting, coordination and documentation, outreach and engagement with external partners, support for Bull Trout and other fish populations and habitat assessments; habitat restoration; development of program communications including media and web presence; grant development and reporting; and data acquisition, analysis and management.

**The Qualifications.** The ideal candidate will have a demonstrated passion for watershed restoration and a University Degree in a related field or equivalent knowledge and experience. A minimum of 5 years related experience working with Industry, Government, Community, and First Nations in BC; where the candidate was responsible for project management, research, planning, implementation and fund-raising for environmental projects that focused on fisheries, salmon and aquatic health. Past success in a non-profit environment and extensive knowledge of the Salmo River Watershed, its communities and the environmental issues within it is a desirable asset.

The Coordinator must demonstrate excellent written and verbal communication skills and be proficient with computers with working knowledge of Microsoft Office Suite, Adobe Acrobat, GIS, and QuickBooks is an asset. The Coordinator should have the ability to speak passionately with others about the organization and our mission.

Fieldwork qualifications include First Aid, CPR, Swift Water Rescue, WHMIS, and Transportation Endorsement. Must have reliable transportation.

**The Position.** This is a full-time, salaried, permanent position beginning September 1<sup>st</sup> 2019, with salary dependent on experience. The self-motivated Coordinator will largely work from their own home-based office or be outside conducting fieldwork. The Candidate must be willing to work some weekends and/or evenings as required for Outreach. Occasional travel to communities throughout the Columbia Basin will be required. All travel costs are covered by the employer.

Benefits include three weeks of annual vacation leave, a flexible work schedule, professional development opportunities, and working with a dynamic and engaging organization that is passionate about conservation and restoration.

This position is subject to a criminal background check. SWSS is an Equal Employment Opportunity employer.

## HOW TO APPLY

Interested applicants are invited to submit a résumé and a cover letter (include annual salary expectations) to [accounting@streamkeepers.bc.ca](mailto:accounting@streamkeepers.bc.ca). Write "Coordinator Application" in the subject line of your application. Please submit your completed application as a single PDF file and use the following naming format: lastname\_firstname\_Coordinator.pdf.

The deadline for receiving applications is August 16, 2019.

The SWSS thanks all applicants for their interest. Only those candidates selected for an interview will be contacted; however, applicants may be considered for future vacancies. All applicants must be eligible to legally work throughout Canada. This posting will remain open until a qualified candidate is hired.