



The Lake Winnipeg Foundation (LWF) is a non-profit, member-based organization that advocates for change and coordinates action to improve the health of Lake Winnipeg. We are seeking exceptional candidates interested in a career that will grow along with you, as our full-time **Program Coordinator**.

This unique opportunity will be ideal for a relationship-builder with a passion for freshwater stewardship and grassroots initiatives. This position will require the ability to engage enthusiastically with volunteers, community members and watershed partners. If you are a team player with a science background, and keen to work alongside citizens and communities to protect our shared waters, we want to learn all about you!

Compensation for this position will start at \$45,000 - \$50,000 per year, depending on experience.

Our expectations:

Reporting to the Programs Director, the Program Coordinator will:

- Coordinate water-monitoring activities to produce credible and useful water-quality data in collaboration with new and existing volunteers, science advisors and partners.
- Facilitate recruitment, training, data-sharing, network-building and education activities to increase program participation.

Your key responsibilities will include:

1. Promotion and outreach
 - a. Develop and maintain a citizen-scientist volunteer recruitment program targeting watersheds of priority
 - b. Identify and support community groups to engage in water monitoring activities
 - c. Support the development of promotional and educational materials related to LWF's monitoring programs
 - d. Build partnerships with Indigenous communities through phosphorus monitoring and data-sharing activities
2. Coordination of sampling activities
 - a. Provide field training for new volunteers and partners
 - b. Distribute sampling equipment for monitoring programs
 - c. Manage and maintain sampling resources
 - d. Maintain up-to-date records of volunteer and partner metadata

- e. Notify volunteers and partners of key sampling times
 - f. Conduct water sampling at priority sites where volunteers and partners are not available
 - g. Conduct field audits of new and returning volunteers and partners
 - h. Regularly review and update sampling, training and auditing procedures and protocols to ensure best practices are followed
3. Volunteer, partner and community engagement
- a. Prepare and distribute monthly *Sampling Sights* newsletter to volunteers and partners
 - b. Respond to volunteer and partner inquiries
 - c. Support the planning and delivery of annual network gatherings
 - d. Coordinate data- and information sharing with partners and volunteers
 - e. Identify knowledge gaps and co-ordinate and facilitate tailored training and knowledge-sharing opportunities as needed for all network partners
 - f. Maintain a strong working knowledge of Lake Winnipeg watershed dynamics and issues affecting lake health
4. Administration, planning and internal communications
- a. Communicate effectively and professionally with colleagues through established workplace communications tools and processes
 - b. Identify and support the development of funding proposals
 - c. Identify and participate in relevant professional development opportunities
 - d. Participate in learning opportunities to build individual and collective understanding of treaty rights and responsibilities, anti-racism, environmental justice and the impacts of colonialism

The successful applicant must demonstrate a combination of education and experience in environmental science or natural resource management. We are looking for someone with a strong understanding of freshwater challenges and their impacts on communities, and demonstrated experience in environmental community engagement and/or environmental monitoring. We are looking for a full-time, long-term employee and offer a competitive salary, vacation and benefits package. For further information about us, please visit: www.lakewinnipegfoundation.org

For a full job description, please email apply@lakewinnipegfoundation.org

We recognize that racism and colonialism – past and present – are contributors to water-quality degradation and impede our collective efforts to protect Lake Winnipeg. These same forces create barriers to employment for historically, persistently and systemically marginalized groups.

Effective environmental advocacy must be anti-racist and decolonial. LWF is committed to building diversity, equity and inclusion into our board, staff team and membership base. To advance our mission, we need a broad range of expertise, knowledge and skills.

We encourage candidates with diverse backgrounds and perspectives to apply for this position. Hiring, compensation and promotion at LWF is based on skill, ability and experience needed for the position.

Interested applicants should forward their resume and cover letter by email to apply@lakewinnipegfoundation.org (Subject: Program Coordinator).

Applications are due by end of day, Wednesday, November 9, 2022. Thank you for your interest. Only candidates to be interviewed will be contacted.