



## Community-Based Monitoring Data Coordinator

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The Lake Winnipeg Foundation is hiring for the position of Community-Based Monitoring (CBM) Data Coordinator. This position is based out of Winnipeg and includes travel throughout southern Manitoba. The position is 40 hours per week, \$15.25/hr, from January 8 – April 24, 2020.

### Responsibilities

Reporting to the Community-Based Monitoring Program Manager, the responsibility of the CBM Data Coordinator is to support the field and data management activities of the Lake Winnipeg Community-Based Monitoring Network, enabling the collection of robust and credible citizen-generated water data. Tasks will include:

- Managing database to ensure data traceability
- Preparing dataset for online sharing
- Preparing flow and water level equipment for spring deployment
- Conducting weekly water sampling activities in southern Manitoba, using CBM network protocols and equipment (pending spring melt)
- Coordinating collection of flow and water level data (pending spring melt)
- Assisting with in-field training sessions for new volunteers
- Assisting with data analysis and report preparation
- Assisting with monitoring water levels online through the Water Survey of Canada to coordinate sampling activities across network
- Assisting with annual Lake Winnipeg Community-Based Monitoring Network gathering
- Assisting with lab analysis
- Assisting with the agricultural water stewardship monitoring program
- Representing LWF in a manner consistent with its mission, vision and values
- Writing a final report on spring 2020 activities
- Other duties as required

### Qualifications

The successful applicant will have:

- A combination of education/experience in a relevant field (science; environmental science; engineering)
- Experience conducting field work and managing data

- Exceptional organizational skills and proven attention to detail
- Strong written and verbal communication skills
- Ability to multi-task effectively and meet deadlines in a fast-paced environment
- Adaptable, resourceful, able to think on your feet
- Energetic and enthusiastic
- Ability to work well in a diverse team environment
- Demonstrated proficiency in Microsoft Office, especially Word and Excel
- Ability to undertake physical field work activities
- Registered drivers licence
- Knowledge of Lake Winnipeg communities and issues affecting lake health is an asset

**Funding for this position may require applicants to meet the following criteria to be eligible:**

- Be between 15 and 30 years of age (inclusive) at the start of employment;
- Be registered as a full-time student during the preceding academic year;
- Intend to return to school on a full-time basis during the next academic year;
- Be willing to commit to the full duration of the work assignment and will not have another full-time job (over 30 hours a week) during the work term
- Be a Canadian Citizen or permanent resident, or has refugee status
- Have a valid social insurance number and is legally entitled to work in Canada
- Have a working knowledge of both English and French, and
- Be willing to work in another region of Canada

LWF's hiring, promotion and compensation decisions are based on assessment of employee skills, ability, experience, judgement and bona fide physical requirements with respect to the requirements of the position. LWF does not discriminate based on any factor proscribed by Manitoba's Human Rights legislation or that is unrelated to an employee's performance on the job.

Interested applicants should forward their resume and cover letter by email to [chelsea@lakewinnipegfoundation.org](mailto:chelsea@lakewinnipegfoundation.org) (Subject: CBM Data Coordinator).

**Applications are due by the end of day, Friday, October 18<sup>th</sup>, 2019. Thank you for your interest. Only candidates to be interviewed will be contacted.**

The Lake Winnipeg Foundation (LWF) is an environmental non-governmental organization advocating for change and co-ordinating action to ensure a clean, healthy Lake Winnipeg and watershed, now and for future generations.

**[lakewinnipegfoundation.org](http://lakewinnipegfoundation.org)**