



Community-Based Monitoring Volunteer Coordinator

The Lake Winnipeg Foundation is hiring for the position of Community-Based Monitoring (CBM) Volunteer 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 Volunteer Coordinator is to support volunteers participating in the Lake Winnipeg Community-Based Monitoring Network, enabling the collection of robust and credible citizen-generated water data. Tasks will include:

- Tracking inventory and preparing sampling equipment for volunteers
- Conducting in-field training sessions with new volunteers
- Monitoring water levels online through the Water Survey of Canada to coordinate volunteer sampling activities across the network
- Conducting weekly water sampling activities in southern Manitoba, using CBM network protocols and equipment (pending spring melt)
- Assisting with collection of flow and water level data (pending spring melt)
- Assisting with data analysis and report preparation
- Assisting with database management
- Assisting with lab analysis
- Assisting with the annual Lake Winnipeg Community-Based Monitoring Network gathering
- Assisting with 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)
- Experience conducting field work and managing data
- Exceptional organizational skills and proven attention to detail

- Strong written and verbal communication skills
- Experience with group facilitation
- 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 (Subject: CBM Volunteer Coordinator).

Applications are due by the end of day, Friday, October 18th, 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