

Conservation Outreach & Stewardship Coordinator

Permanent/Full-time

JOB SUMMARY

To coordinate, develop and implement, cost-effective and cost-recovery conservation education and public outreach programs for all ages aligning with Quinte Conservation core mandate and Quinte Conservation's various programs and services. To coordinate, develop and implement landowner stewardship programs for Quinte Conservation.

DUTIES AND RESPONSIBILITIES

- Coordinate, develop and deliver cost-effective watershed conservation outreach programming K to 12 in schools and as outdoor programs at Quinte Conservation areas.
- Perform landowner stewardship site visits and provide up-to-date information and resources to landowners regarding good land and water stewardship practices.
- Organize and deliver landowner workshops.
- Develop, leverage funding, and offer cost-shared landowner stewardship programming (e.g. shoreline planting programs, tree planting programs, etc.)
- Liaison with partners to support tree planting efforts and connections to programs for reforestation efforts for improved watershed health.
- Provide support to partner municipalities on stewardship initiatives on municipal lands (i.e. shoreline planting, tree planting, restoration projects).
- Interview, train, and supervisor a team of 2 summer student positions.
- Assist QC communications staff in the organization and delivery of family-based conservation related events at our Conservation Areas.
- Liaison with Lake Associations and related community groups to support their initiatives and further our mandates.
- Liaison with local schoolboards, private schools, service groups, volunteer-based groups.
- Report writing/grant writing/represent QC in the media in regards to outreach and stewardship programming.
- Assist communications staff with signage design (outreach and education, trail signage).
- Volunteer management for stewardship and outreach and education programming.
- Volunteer management of the volunteer Adopt-A-Trail Volunteer Program.
- Address general inquiries from the public, in-person, phone and email.

EDUCATION

- Knowledge and understanding of conservation and environmental principles and issues acquired through a university degree/college diploma/equivalent in environmental science or related field.

EXPERIENCE

- 1 to 3 years' experience in the delivery of conservation education programs to children and adults.
- 1 to 3 years' experience in organizing and delivering landowner outreach programs (e.g. shoreline care, shoreline erosion control methods, ecological restoration planting programs, well and septic care, reforestation initiatives and programs, invasive species).

KNOWLEDGE/SKILL/ABILITY

- Knowledge and understanding of conservation and environmental principles and issues acquired through a university degree/college diploma/equivalent in environmental science or related field (biology) with 1 to 3 years' experience in the delivery of conservation education programs to children and adults.
- Strong understanding of conservation and environmental concepts relevant to Quinte Conservation's programs and services.
- Knowledge of computer software programs for word processing, Excel, PowerPoint, and Internet use.

- Special event planning and delivery in partnership with other community organizations.
- Ability to translate technical environmental concepts into easily understood terms for children, adults, and special interest groups.
- Well-developed verbal and written communication skills: written communication at a level that is in a professional style and required to write letters, applications and reports; verbal communication must be delivered in simple and easily understood language to facilitate meetings and to promote Quinte Conservation at community service associations and on community committees and appear/be quoted by the media (print, radio, TV).
- Organizational, administrative, and supervisory abilities at a level to coordinate Quinte Conservation's Conservation Education and Stewardship Programs.
- Ability to manage a budget for Conservation programs to ensure that they generate sufficient funds to be self-supporting.
- Organizational and administrative abilities at a level to develop and implement new conservation programs for children and adults and/or to improve and expand existing programs.
- Initiative and instructional knowledge to develop children's educational programs.
- Strong interpersonal skills to deal tactfully with children, public, and staff; compassion and sensitivity to deal with the well-being of program participants.
- Public speaking skills at a level to make community educational and interpretive presentations, to facilitate meetings and to promote Quinte Conservation at community service associations and on community committees and appear/be quoted by the media (print, radio, TV).
- Supervisory skills at a level to select, train and supervise summer or contract staff under the direction of the Corporate Services Manager and CAO.
- Current knowledge of environmental, natural heritage and habitat restoration issues and initiatives in Ontario.

JOB DETAILS

This job is located at Quinte Conservation's office in Belleville. The annual salary range is \$65,560 to \$76,690 annually, 35 hours per week. This position qualifies for group benefits, vacation, and OMERS pension. The start date for this position is January 1, 2024

HOW TO APPLY

- Apply by email with cover letter and resume to: Human Resources at hr@quinteconservation.ca
- Include "Conservation Outreach & Stewardship Coordinator" in the subject line of your email.
- Application deadline is **Wednesday, December 6, 2023, at 4:30pm**

We thank all applicants for their interest. However, only those selected for an interview will be contacted.

Quinte Conservation is proud to provide employment accommodation during the recruitment process. Should you require any accommodation, please indicate this on your application and we will work with you to meet your accessibility needs. For any questions, suggestions or required documents regarding accessibility in a different format, please contact us at 613-968-3434 or hr@quinteconservation.ca.