



The Credit Valley Conservation Authority (CVC) is a partnership of the municipalities within the Credit River Watershed. We are dedicated to conserving, restoring, developing and managing the natural resources of our watershed. Together we have a long and successful history of ensuring a clean supply of water for human and environmental needs. At this time, we are seeking to fill the position of:

Program Coordinator, Headwaters Community Outreach

Full-Time Permanent Position

SUMMARY OF FUNCTIONS

Support CVC's stewardship programs within headwaters communities. In conjunction with CVC staff, community partners, landowners, and volunteers the Program Coordinator will implement projects identified in subwatershed and other plans. This position will enhance CVC's relationship with the groups and individuals who have the greatest ability to enhance the environmental health of the Credit River Watershed

ELIGIBILITY REQUIREMENTS

- Post secondary education in Environmental Science, Ecology, Geography, or related discipline;
- 2 or more years of work experience in a related field
- Experience with volunteer management;
- Ability to communicate technical information to non-technical audiences
- Valid Class 'G' Ontario driver's license required;
- Able to work some weekends and evenings;
- Experience working with committees, external partners and volunteers;
- Experience in event coordination and planning

SUMMARY OF MAJOR TASKS

Perform the following tasks under limited direction.

- Encourage uptake of Stewardship projects in conjunction with CVC staff and outside partners
- Support landowner contact program including setting up and/or carrying out site visits to promote stewardship
- Develop educational and promotional materials including newspaper articles and general information fact sheets
- Expand CVC's outreach to include new landowner partners
- Coordinate joint workdays with other groups and support other Stewardship staff with CVC events
- Work with Municipal staff, NGO partners, and CVC staff to offer workshops
- Support delivery of Ontario Drinking Water Stewardship Program
- Provide input to subwatershed studies
- Provide NGO partners with technical advice and helping write proposals and raise funds for projects.
- Work with stewardship and education staff on outreach programming
- Represent CVC at meetings with other watershed groups carrying our stewardship
- Track progress of projects and assist in maintaining database
- Other duties as assigned

CVC offers a full benefit package including health, dental, life and disability insurance, pension plan and a staff identification pass which entitles you to free entry into all conservation areas! CVC also offers its employees a compressed workweek and flex-hours.

Annual salary starting at: \$56,627

Forward resume by **August 4th, 2010** to:

Credit Valley Conservation

Fax (905) 670-5613 or E-mail: hrcvc@creditvalleyca.ca

www.creditvalleyca.ca

Please quote "**Program Coordinator, Headwaters Community Outreach**" on resume/letter.
Resumes/letters submitted electronically must be submitted in Word format

We thank all applicants for their interest. However only those selected for an interview will be contacted. No phone calls please.

Credit Valley Conservation is an Equal Opportunity Employer.