



**#8 – 140 Wallace Street,
Nanaimo, BC V9R 5B1
Phone/Fax 250-714-1990
Email: admin@nalt.bc.ca
Website: www.nalt.bc.ca**

July, 2022

Job Posting

School Water Stewards Coordinator

32 hours/week

\$23.15/hour

Would you like to join a team that makes a difference in your community? Since 1995 the Nanaimo & Area Land Trust (NALT) has worked to fulfil its mission – *to support, promote and protect the natural values of land and water in our area*. The role of School Water Stewards Coordinator is an integral part of the organization. NALT is best known for raising the funds to purchase Cottle Lake Park and Mount Benson Regional Park. NALT's stewardship activities include community education, outreach, habitat restoration, and land protection, all contributing to build a culture of stewardship. We work hard, have fun doing it while providing positive impacts on where we live. Join our team!

The School Water Stewards Coordinator role contributes to stewardship by:

- Delivering curriculum-connected place-based water stewardship lessons to classes in School district 68 and 69,
- Liaising with program partners to develop new lessons and refine delivery,
- Growing the list of participating school classes thereby building a culture of stewardship,
- Coordinating with contract educator assistant(s) to effectively deliver the program,
- Generating occasional reports as requested by the Executive Director for committee and Board meetings,
- contributing to NALT team collaboration (see details in the Job Description below).

An effective applicant will include information about their education or experience relating to water resource management or stewardship, and education or experience in working with children and youth in their cover letter.

Driver's license an asset.

The position is **32 hours per week**, compensation is **\$23.15 per hour**. After a three-month probationary period, the employee is eligible to register for a **benefits plan**.

To apply, please send a resume and cover letter addressed to the NALT Hiring Committee at paul@nalt.bc.ca or mail or deliver in-person to the NALT office, #8 – 140 Wallace Street, Nanaimo BC V9R 5B1

Applications will be received until 5 pm on Monday, July 25th.

School Water Stewards (SWS) Coordinator

The SWS Coordinator is responsible for coordination, development, and delivery of the School Water Stewards program to schools in School Districts 68 and 69.

Reports To

Reports to the Stewardship Manager and the Executive Director

Lines of Communication

The Executive Director (ED) is the Board's conduit for all projects and day-to-day operations to Staff/Volunteers and vice versa (e.g. communication should go via the Executive Director), except in situations where a Board member(s) sits on an Advisory or Management Committee that works directly with Staff/Volunteers.

The SWS Coordinator communicates issues and information to the Stewardship Manager and the Executive Director.

NOTE: Regardless of the specific roles & responsibilities listed, the SWS Coordinator will, whenever possible or required, participate in all aspects of the organization from washing dishes to constructing boardwalks and stuffing envelopes.

Responsibilities

The responsibilities are to:

- Carry out the School Water Stewardship workplan as it exists from time to time
- Develop and deliver SWS lessons to school classes within School Districts 68 and 69.
- Coordinate and Work with Program Assistant(s)
- Identify and communicate program staffing and material needs to the ED
- Promote the program to educators in SD 68 and 69
- During periods of school vacation, develop program lessons and explore providing water stewardship education opportunities to school catchment communities.
- Report on program activities as required by the ED
- Office Management - the SWS Coordinator will
- As a team handle incoming phone calls, e-mails and answering machine messages, ensuring coverage in concert with all staff; and forward messages to the appropriate recipient
- Maintain program materials, files and folders
- Communications & Information – the SWS Coordinator will:
 - Participate in the preparation of the quarterly News from NALT – preparing stories, selecting photos, and participating in layout and production of the newsletter as required
 - As needed, create and/or assist with layout and production of in-house printed materials including brochures, posters, flyers, cards, signage, etc
 - As needed, coordinate other publishing requirements with graphic designers, printers and suppliers
 - Provide back-up to the ED for public relations and media stories as delegated.

- Meetings – the SWS Coordinator will:
 - In the absence of the ED, attend community or agency meetings in his/her place as delegated
 - Also attend such meetings with the ED as appropriate
 - Attend regular Team meetings as required