



## POSITION DESCRIPTION

### Project Coordinator

POSITION TITLE:	Project Coordinator, Edmonton and Area Land Trust
SUPERVISOR'S TITLE:	Executive Director, Edmonton and Area Land Trust

#### **PROGRAM**

The **Edmonton and Area Land Trust (EALT)** is oriented to conserving, protecting and restoring natural areas of ecological significance in Edmonton and surrounding municipalities. Its goal is a region where natural area systems are valued, preserved for future generations and play a key role in the social, economic, and environmental life of the residents of the area. EALT is an independent, registered charity, supported by the community, with the objectives of selecting, securing and stewarding natural systems and cultural heritage landscapes. As part of these efforts, EALT:

- Raises and maintains funds to support operations and educational outreach
- Advances environmentally sound stewardship among landowners
- Increases public understanding of natural area conservation
- Encourages and conducts research to support land conservation decisions

The Edmonton and Area Land Trust aims to work in a collaborative fashion with all manner of partners: municipalities, ENGOS, agencies, local communities, as well as individual experts, volunteers and others. It also works collaboratively with other levels of government related to natural areas conservation. EALT has a MOU with the Alberta Land Trust Alliance and is a member of the Canadian Land Trust Alliance, and supports its Standards and Procedures.

EALT accepts donations in the form of land and conservation easements, funds, and in-kind gifts. EALT owns ~1,600 acres in 4 locations in 2011, and is working on new acquisitions.

#### **PURPOSE OF POSITION**

The Project Coordinator will be an important support function to both the Executive Director and the Board of Directors, and will attend board meetings. This position is intended to focus on EALT property management, as well as broader duties, requiring maturity and independent work habits.

This position will involve being the key person responsible for monitoring and stewarding EALT's properties, and developing *Baseline Data Reports* and *Conservation Management Plans* for new properties. These activities will be supported by volunteers, which the Project Coordinator will be responsible for orienting and managing.

The Project Coordinator will also contribute to the larger goals and objectives of EALT, including educational outreach and presentations, research, policy development, creating relevant materials for the website, writing, and support for various organisational requirements. The Project Coordinator will provide a support function to both the Executive Director and the Board of Directors.

## **NATURE OF WORK**

This position will require an ability to work independently, but with the ability to call on a range of EALT ED/Board/Advisor expertise where necessary. Work from home will be key in the short to medium term.

**Routine activities relate to properties management** and include: planning/organising and coordinating the implementation of natural area Management Plans or resource enhancement projects; working cooperatively with adjacent landowners or municipalities; liaising with ENGOs; developing information updates about properties/issues/progress; managing volunteers in a coordinated way in the field; reporting to the ED and the BOD; This position will require a flexible approach to availability for fieldwork on properties. Other activities would include:

- Researching topics of relevance to a conservation land trust
- Writing to draft levels or beyond, for reports, newsletters, publications, materials for EALT outreach
- Contributions to the EALT Newsletter
- Developing preliminary drafts of various policies required by EALT as per the Canadian Land Trust Alliance's Standards and Procedures and good practice procedures
- Other activities, as assigned

## **SPECIFIC ACCOUNTABILITIES / DELIVERABLES**

### **Manages and stewarding properties of the Edmonton and Area Land Trust**

1. Planning for secured properties, including Baseline Data research, observational & other reports
2. Implementation of Property Management Plans, including volunteer management
3. Proactively advising of and dealing with issues identified
4. Recruit, train and supervise EALT volunteers and potential Conservation Interns

### **Outreach and partnerships**

1. Maintain and develop positive and productive relationships with partners, ENGOs, landowners, neighbours & others
2. Recruit and work with a Volunteer Coordinator, to assist in volunteer management
3. Represent EALT on various committees, at meetings, or workshops related to conservation
4. Conduct grant-raising activities as required

### **Strategic Activities**

1. Assist the Executive Director in developing policies, making presentations, proactive suggestions, and identifying any property or related issues
2. Represent EALT in a professional manner in all dealings with other personnel or third parties

## **SPECIAL REQUIREMENTS/WORKING CONDITIONS**

1. This will be a full-time position. EALT is a flexible organisation that can accommodate specific commitments. We also expect flexibility with respect to EALT needs, in return.
2. Require ability to work cooperatively with others
3. The EALT working language is English

## POSITION SKILLS AND REQUIREMENTS

### Core Requirements

1. Knowledge of boreal and parkland species and ecosystems
2. Ability to field research, write, map, and develop Baseline Data Reports and Conservation Management Plans, both in detail and at overview levels
3. Bachelor's degree with major course work in natural sciences, environmental sciences, natural resources management, agricultural sciences, soils, or water quality; or a related discipline
4. Computer literacy (word processing, spreadsheets, database management)
5. Ability to maintain accurate records related to time keeping, expenses, property details, etc., and to manage time and diverse activities under deadlines while delivering quality results
6. Report and informational writing, research, organizational and planning skills
7. Clear and concise communications ability (written and oral) with a range of partners and audiences
8. Proactive – able to address issues before they become problems
9. Must be able to physically perform the tasks of the job in the field, over uneven ground, in varied weather conditions
10. Self-motivated, and able to plan and organize own schedule of activities related to work goals set by Executive Director
11. Must have own transport and maintain a valid Alberta Driver's Licence

### Desired Attributes

1. Post secondary degree or certificate, or work experience in the field. Experience in application of training is valued highly
2. Ability and desire to motivate individuals and groups on a range of conservation topics. This may include educational speaking to groups, as well as one-on-one interaction
3. Ability to effectively use a variety of tools to collect, disseminate, and record natural resource data
4. Ability to develop conservation plan maps using computer and related software, such as GIS, mapping software, GPS, etc.
5. Demonstrable experience in working positively and successfully with individuals or groups
6. Ability to coordinate multiple projects and timelines with flexible scheduling
7. Knowledge of water sampling and monitoring, and/or experience or knowledge of wetlands remediation and riparian restoration
8. Knowledge of preferred means of dealing with invasive species in varied environments
9. Grant writing or fundraising experience would be valuable

Any business, communications, socioeconomic knowledge, or experience in the non-profit sector would additionally be an asset

For further information please contact Pam Wight, 780 483-7578, (pamwight at ealt.ca), or

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