



ALLIANCE DU BASSIN VERSANT
PETITCODIAC
WATERSHED ALLIANCE

The Petitcodiac Watershed Alliance (PWA) is a registered environmental charity that restores and protects the ecological services of the water systems that flow into the Shepody Bay through science-based research, action, and public outreach. Currently celebrating our 25th year of incorporation, we have a strong history of impact in the region and are looking forward with renewed energy toward our next chapters as an organization. For more information about the Petitcodiac Watershed Alliance, please visit our website at petitcodiacwatershed.org.



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Carex exilis

JOB OPPORTUNITY

Project Leader

We are currently seeking a motivated Project Leader to coordinate and implement PWA projects according to funding approvals, typically released in April/May, though this position will include assisting the existing project team in completing existing tasks and deliverables as part of onboarding. Specific projects to be coordinated will be delegated based on organizational needs and the successful applicant's qualifications and interests. The position involves a large amount of field work from spring to autumn to implement the Project Leader's own projects and in support of other PWA projects.

This is a full-time, ongoing position starting at \$20/hour based out of our vibrant downtown Moncton office with flexible schedule and location when work responsibilities allow.

Applicants are encouraged to apply as soon as possible by sending their resume and cover letter to info@petitcodiacwatershed.org.

Position Overview:

The Project Leader ensures timely completion of scientific, education, and community engagement projects that have been pre-approved by the Executive Director and for which funding is secured. The Project Leader is expected to work closely with the Project Manager, Executive Director, and other PWA staff in a supportive and team-oriented setting. Specific duties include:

1. Field Work

- Field work in a variety of weather conditions (rain, heat, cold) and terrain (forest, wetland, streams).
- Examples: Physical restoration work (debris removal, tree planting, green infrastructure installation, etc.), water quality monitoring using a variety of scientific field and lab equipment, invasive species monitoring and remediation, fish habitat and watercourse connectivity assessments, native plant propagation and planting, agricultural climate data collection, etc.
- Equipment maintenance.
- Scientific data entry on field sheets and on the computer.

2. Education and Outreach

- Participate in the creation and delivery of education and outreach materials and actions in accordance with communications plans and PWA branding document.
- Seek out and host tables, events, and opportunities for presentations to promote opportunities to get involved with the PWA and increase public education on environmental topics relevant to our watercourses.

3. Project Coordination

- Project planning/implementation, and logistics.
- Responsibility for regular communication with the Project Manager to approve project expenses, update on project activities, and address any needs.
- Project reporting assistance to funders with whom the PWA holds contractual agreements, ensure deliverables are being met in a timely manner and in accordance with any agreements and the policies of the Board.
- Coordination with Project Assistants, project consultants, and contractors.

(continued on next page)

JOB OPPORTUNITY

Project Leader

- Adherence to all PWA policies (funder recognition, safety, non-discrimination, etc.).
- Assistance in Human Resource matters relating to interviewing, hiring, training, leading, and performance evaluations for Project Assistants/Interns.
- Program delivery ensuring that appropriate scientific rigor is reflected in all of PWA's activities.
- Keep all documents and workplans up-to-date and organized.

4. Other

- Mandatory participation in the PWA's health and safety program (in conjunction with the NB Occupation Health and Safety Act) as directed by the Project Manager.
 - Mandatory participation in Job Hazard Analyses, Risk Assessments, Investigations, Corrections, Safety Audits, and regular monthly and "Tailgate" safety meetings to minimize risks to employees, and other duties as occur, as directed by the Project Manager.
 - Other duties as required.
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Qualifications

Education/Certification

- A relevant post-secondary degree, diploma, or certificate in a relevant field such as but not limited to environmental science, biology, or natural resource management or other certification with relevant environmental management experience.

Experience Required:

- 1+ years working in community-based/non-profit organizations and/or delivering scientific projects, plans, creating funding proposals and networking.
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Skills/Abilities:

- Organized and able to meet project objectives within deadlines and budgets.
 - Able to work both independently and as a collaborative team member.
 - Possess the ability to communicate appropriately and represent the PWA at meetings and other functions. Bilingualism is considered an asset, but not required for this position.
 - Have a valid driver's licence and a vehicle and be willing to travel independently.
 - Possess strong skills in Microsoft office.
 - Good conflict resolution skills.
 - Responsible, accountable, reliable, organized, and efficient.
 - Effective problem solver.
 - Experience with scientific monitoring and field work (observations, data collection, and final reports).
 - Data management/analysis abilities and environmental monitoring certifications are a strong asset.
 - Eagerness to grow and learn.
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Don't meet every single requirement? Studies have shown that women, racialized, or marginalized individuals are less likely to apply to jobs unless they meet every single qualification. At the Petitcodiac Watershed Alliance we strive to build a diverse, inclusive, and authentic workplace, so if you're excited about this role but your experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles.