



Job Posting
Program Coordinator, Salmon Watersheds Program – Maternity Leave
Pacific Salmon Foundation

The Pacific Salmon Foundation (www.psf.ca) seeks a full-time Program Coordinator to join the Salmon Watersheds Program (www.salmonwatersheds.ca) for a one-year maternity leave contract.

ABOUT THE SALMON WATERSHEDS PROGRAM

For the past ten years, the Salmon Watersheds Program (formerly the Skeena Salmon Program) has worked collaboratively with First Nations, provincial, and federal governments to undertake standardized assessments of the status of salmon populations and their habitats in north and central British Columbia (BC), and make the data we assemble, and the assessments we undertake, broadly accessible to the public. In order to support the communication of, and open access to, salmon-related data, the Salmon Watersheds Program has developed an online data visualization tool called the Pacific Salmon Explorer (www.salmonexplorer.ca). The Pacific Salmon Explorer allows the public to explore information on the status of salmon populations and pressures on their habitats, as well as access source datasets used in the underlying analyses.

The Salmon Watersheds Program is currently expanding our work to other salmon-bearing watersheds in BC. Over the next three years, we will be partnering with local First Nations, Fisheries and Oceans Canada (DFO), the Province of BC, and regional salmon experts to undertake salmon habitat and population assessments and integrate this information into the Pacific Salmon Explorer. We are seeking a Program Coordinator to support the delivery of our projects and, ultimately, help support salmon conservation. Come join our growing team!

ABOUT THE PROGRAM COORDINATOR

The Program Coordinator will join an ambitious, tight-knit, and growing team that works closely on the delivery of the Salmon Watersheds Program. The Program Coordinator provides overall support for the delivery of the Salmon Watersheds Program, and direct support to the Salmon Watersheds Program Director. Primary responsibilities include, but are not limited to, project management and coordination, development of program communications and promotional products, outreach and engagement with external partners, grant development and reporting, and data acquisition.

Key Responsibilities:

Communications

- Develop and coordinate internal and external communications including, but not limited to, program descriptions, project briefs, newsletter write-ups, and social media posts.
- Write content, design, and coordinate the development of Salmon Watersheds Program promotional materials (e.g. brochures, posters, etc.).
- Create, edit, post, and update content on the Salmon Watersheds Program website.
- Prepare external presentations for a variety of audiences.
- Contribute to the writing and coordinate the development of technical reports.
- Produce maps for communicating project results, program planning, and third-party communications.

Outreach and Engagement

- Build and maintain relationships with First Nations, local fisheries managers, stewardship coordinators, marine planners, and PSF's broad network of partners and collaborators.
- Coordinate activities and communications with external partners and collaborators.
- Work with the Program Director to establish and coordinate the work of regional Technical Advisory Committees and other working groups.
- Work with local communities, government agencies, and non-governmental organizations to acquire salmon-related data.

Project Coordination

- Provide technical support and project coordination for all program projects.
- Support the ongoing development and expansion of the Pacific Salmon Explorer.
- Coordinate the development of new grant proposals and reporting on existing grants.
- Other duties as required.

Required Education and Work Experience:

- A Master's degree in fisheries science, environmental science, biology, ecology, geography, natural resource management, or a related field, and a comprehensive understanding of BC salmon conservation issues. In addition, three to five years of experience working in a similar role is required. Past success working in a not-for-profit team environment with similar responsibilities is preferred.

Required Other Skills and Experience:

- Experience in science communication and writing for lay audiences.
- Excellent oral communication skills and experience communicating technical information to a broad audience, including First Nations, decision-makers, scientists, and civil society.
- Experience developing promotional and/or educational materials using Adobe InDesign, Photoshop and Illustrator.

- Proficiency in creating and publishing website content including experience working with WordPress or an equivalent Content Management System.
- Experience using GIS software (ArcGIS, QGIS, or equivalent) to create maps.
- Strong data management skills and experience using Excel, Access, and/or other database applications.
- Experience engaging with and developing close working relationships with First Nations communities.
- Excellent interpersonal skills and comfort working with diverse stakeholder groups on contentious resource management issues.
- Experience with community engagement, working with committees or working groups, and developing relationships with project partners.
- Experience working with external funding agencies and developing grant proposals.
- Demonstrated experience in project management and coordination.
- Ability to work on multiple projects, set priorities, and meet rigid deadlines.
- Experience working in a not-for-profit environment.

Terms of Employment

This is a full-time one-year maternity leave contract (with the possibility of extension) beginning no later than March 2018. The position will be based in Vancouver, although regular travel to communities throughout BC will be required. (All travel costs are covered by the employer.)

The successful applicant will be eligible for enrollment in the PSF Benefit Plan, including extended health and dental, and a Registered Retirement Savings Plan matched, in part, by the employer. Additional benefits include three weeks of annual vacation leave, a flexible work schedule, professional development opportunities, and working with a dynamic and engaging organization that is passionate about salmon conservation.

How to Apply

Interested applicants are invited to submit (1) a résumé and (2) a cover letter to [salmonwatersheds\[at\]psf.ca](mailto:salmonwatersheds@psf.ca). Please include "Program Coordinator Application" in the subject line of your application. Please submit your completed application as a single PDF file and use the following naming format: lastname_firstname_SWPC-ML.pdf.

The deadline for receiving applications is **February 13, 2018**.

We thank all applicants for their interest. We will review all applications and conduct interviews with select candidates in late February 2018. Only those candidates selected for an interview will be contacted. All applicants must be eligible to legally work throughout Canada at the time of applying. This posting may remain open until a qualified candidate is hired.