

Job Posting – November 2019

Position Title: Elgin Stewardship Council Project Coordinator

Work Location: The ESC office is located at 300 S Edgeware Rd St Thomas ON
Position involves travel / site visits throughout Elgin County.



Job Description

The Elgin Stewardship Council (ESC) is seeking a self-motivated individual for the position of ESC Project Coordinator. The Coordinator plays a key role in promoting and achieving the objectives of ESC.

ESC's mission is to achieve and maintain a healthy and sustainable rural environment that will contribute toward the viability of agricultural and natural resources in Elgin County as well as the social and economic well being of its residents.

The ideal candidate is keenly interested in contributing to the stewardship activities in Elgin County and is generally knowledgeable about conservation practices in southwestern Ontario. Strong communication, organizational skills, networking, and leadership skills are also required.

The Project Coordinator must be resourceful, pay close attention to detail, and work well independently and with a team.

Principle Responsibilities

- Implement the ESC education, awareness, and landowner components of the Elgin Landscape Strategy.
- Coordinate all aspects of landowner habitat restoration projects including: application process, project design, implementation, funding agreements among multiple partners, scheduling contractors, ordering materials, payments, documentation and reporting
- Seek and facilitate professional input on site selection, landscape design, and species selection
- Actively liaise and network with a variety of partners, funding agencies, and landowners (prospective and participating), who have committed resources or expressed interest towards in ESC projects and activities
- Produce and maintain appropriate documentation and reporting requirements to the Board and to funding agencies / partners
- Develop and implement an ESC communications plan, including coordination of tours, signage, mailings, maintenance of the mailing list, website.
- Assist with the auditing and administration of records, including financial reporting
- Actively seek new funding and revenue opportunities from various organizations to ensure the financial sustainability of ESC
- Develop and maintain, at the grass roots level, a good working relationship with the Elgin County landowner and agricultural community

Qualifications

- Post-secondary education, ideally in a related field (e.g. Agriculture, Resource Management or Environmental Studies), and experience in project coordination OR equivalent combination of education and experience.
- Demonstrated understanding, interest and involvement in the ESC objectives and activities.
- Practical understanding of restoration, conservation and environmental stewardship within southern Ontario.
- Ability to maintain good working relationships and deal with the public.
- Strong problem-solving, analytical, negotiation and conflict resolution skills.
- Proven ability to work as a member of a team and in situations without direct supervision.
- Excellent communications, administrative, negotiation and organizational skills.
- A valid Ontario Driver's license.
- Proficiency in all applications of the Microsoft Office suite of programs including PowerPoint, Excel, Access and Word.

Desirable Assets

- Experience in fundraising for conservation purposes.
- Experience developing communications materials, web site, social media.
- Experience coordinating events for diverse organizations.
- Experience working with and supervising volunteers.

Working Conditions

This is a part-time paid position (\$25.00/hr). The Coordinator will work primarily from the ESC's office in St. Thomas. Hours of work will vary throughout the year based on the number of projects and level of activity, with annual average of 24 hours / week.

The job requires occasional evening and weekend work as well as project site visits throughout Elgin County. To that end, the incumbent is expected to have access to a serviceable vehicle with appropriate auto insurance. Travel expenses ("mileage") will be reimbursed.

Interested candidates are invited to apply by sending their résumé to the following email address: dominique@currentsgroup.com

Please be sure to include references and a letter of motivation as a part of your application.

The deadline for applications is **Friday, November 15, 2019, 5:00 PM, EDT**. Only electronic applications will be accepted. We thank you for your interest; please note only shortlisted candidates will be contacted.

We are committed to a culture that values diversity and inclusion. We welcome and encourage applications from people with disabilities, and are committed to providing accommodation as part of our hiring process.