



Lake Huron Coastal Centre Job Opportunity

POSITION: Stewardship Program Coordinator

ORGANIZATION: Lake Huron Coastal Centre

LOCATION: Remote, with field work in Goderich and along the Sarnia to Tobermory shoreline.

WAGE: \$25 per hour.

HOURS OF WORK: Full-time, 35 hours per week, flexible hours.

CONDITIONS: 1 year contract beginning in March 2025, with the intent to extend.

The Lake Huron Coastal Centre (LHCC) is a charitable non-governmental organization dedicated to protecting and restoring the Lake Huron shoreline environment. Established in 1998, the LHCC's mission is to foster community awareness and action for a healthy Lake Huron shoreline, inspiring current and future generations to protect and restore coastal ecosystems, water, wildlife, and landscapes. LHCC implements a wide range of impactful programs, including community science initiatives, shoreline cleanups, youth education and beach restoration efforts, with a focus on educational outreach. With our commitment to science-based solutions, LHCC engages with local communities and decision-makers to improve the ecological health of Lake Huron.

Reporting to the Executive Director, the Stewardship Program Coordinator will assist in delivering LHCC's coastal conservation programs. The position will involve planning and delivering LHCC's Coast Watchers Community Science program and shoreline clean-up initiatives, providing general outreach on coastal conservation issues, and supporting LHCC's youth education and beach-dune restoration programs as needed. The ideal candidate will be a well-organized, enthusiastic self-starter with a wide range of skills that will excel in a small team.

KEY RESPONSIBILITIES & DUTIES

- Coordinate shoreline pollution reduction initiatives. This will include hosting and promoting beach clean-up events, monitoring and installing clean-up stations, collaborating with partners, recruiting volunteers and educating the public about plastic pollution.
- Coordinate the Coast Watchers Community Science Program. This will involve liaising with volunteers, entering and analyzing data, completing reports, marketing the program, and training new volunteers.
- Assist with the Coastal Conservation Youth Corps (CCYC) and the Green Ribbon Champion (GRC) beach-dune restoration program as needed.
- Attend meetings and events as a representative of the LHCC. Deliver presentations, host workshops, and set up displays to engage the public on coastal conservation topics.
- Manage project budgets, ensure proper financial records are kept, prepare reports for project funders and LHCC Board of Directors.
- Supervise and create workplans for interns, students, and volunteers as required.
- Prepare media releases and interact with the media when relevant to assigned projects or areas of expertise.
- Promptly respond to public inquiries by phone and email.
- Work with other staff to prepare applications for project funding.
- Maintain a weekly timesheet to track daily activities.
- Assist Executive Director with quarterly Board meetings.
- Assist with writing newsletter articles and social media posts.
- Additional duties as assigned.

QUALIFICATIONS

- Degree or diploma in environmental resource management, environmental studies, ecosystem restoration (or a related field) and/or experience with Indigenous Knowledge Systems.
- Masters in coastal science or environmental resource management preferred.
- Fundraising, marketing and event planning experience considered an asset.
- At least 2 years' experience managing projects that involved budgets, partnership building, completing successful funding applications, managing staff and/or volunteers.
- Knowledge of Great Lakes science, habitats, threats and solutions. Understanding of coastal processes and plant identification considered an asset.
- Experience with community outreach, especially youth, in a conservation related program.
- Strong computer skills and experience with Microsoft Office and social media is required. Knowledge of Adobe, Wix, Canva and Constant Contact is an asset.
- A valid driver's license, access to a reliable vehicle, and adequate insurance coverage is required.
- Able to work flexible hours, including evenings and weekends with advance notice.
- Able to lift heavy objects and work outdoors in all types of weather conditions and terrain.

GENERAL ABILITIES

The successful candidate will have the ability to:

- Deliver compelling and educational presentations to diverse audiences.
- Plan, execute and manage programs under tight deadlines.
- Develop plans, execute programs, monitor progress, and provide accurate and engaging reports.
- Be a strong team player with excellent interpersonal, communication, time management, organization and problem-solving skills.
- Be a highly motivated self-starter with the ability to work independently and adapt quickly to new situations, projects and deadlines.
- Create digital designs to promote programs or to market LHCC.
- Utilize feedback for future project improvement and development.
- Work with diverse audiences, including youth, municipal councils and staff, agency staff, professionals, cottagers and other landowners.

Deadline to apply: March 10th, 2025

How to apply: Send your resume and cover letter to coastalcentre@lakehuron.ca. When naming your file, please include your first and last name. Only candidates who are offered an interview will be contacted.

Thank you for applying to Lake Huron Coastal Centre!