



RiverWatch Calgary Program Coordinator

Location: Calgary
Position: Fulltime permanent after a probationary period
Salary: Starting at \$50,000 per annum
Posting Date: January 7, 2009 Closing Date: January 30 Start Date: February

Are you looking for a rewarding career in business management? Consider joining an award-winning entrepreneurial team to put your strong management, organizational and team-building skills to work! As the Calgary Program Coordinator for a provincial non-profit education company, your work will ultimately help students succeed in their academic careers; become more environmentally aware; consider environmental career pathways; and become better stewards of the environment.

RiverWatch is now recruiting a Program Coordinator for a new position to help oversee administration and field operations in Calgary, Alberta. Work is fulltime permanent after a three-month probationary period. The coordinator position reports directly to the Executive Director in Edmonton.

The Calgary Program Coordinator is a flexible and multi-tasking position that assists with the planning, preparation, delivery, administration and quality control of a growing Calgary RiverWatch School Program.

- Front-line duties to assist the Executive Director will involve staff advertizing, staff hiring, operational logistics, internal and external communications, public relations, staff supervision, problem-solving and compliance checks to help build a cohesive and successful team of interpretive guides each field season.
- Behind-the-scenes administrative work to assist the Business Manager will involve booking school schedules; handling all pre-trip information to and from teachers; and maintaining all employee files, employee payroll, school invoicing, website databank and season statistics.
- Other duties will include attending community meetings, conferences, season-reviews and maintaining goodwill amongst a network of funding, partner, municipal and environmental organizations.

The Program Coordinator position requires a broad range of skills with the ability to be very organized, multi-task, problem-solve and work under pressure. The position requires an independent and proactive self-starter who at the same time can also collaborate, seek advice and take direction in a team environment. We are looking for someone who can:

- coordinate all aspects of the delivery of educational field studies on the Bow River
- effectively organize a staff team, fleet of rafts, vehicle records and an inventory of science equipment
- provide support for the development of an effective and cohesive team of interpretive raft guides
- interact in a positive and efficient manner with staff and teachers
- carry-out innovative and effective solutions to challenges involving staff, clients, programs, equipment and events
- track and update employee documents, payroll and client invoicing
- demonstrate well-developed verbal, written, computer and email communications
- thrive in an intensive seasonal work environment with office and field duties
- build positive relationships with supervisors, co-workers, employees, clients and external partners

The ideal candidate will have an understanding of entrepreneurship and business management with an interest in environmental issues and the formal education system. With your exceptional organizational, communication, interpersonal and leadership skills you will help nurture the smooth-running delivery of a busy education program involving up to a dozen staff, one-hundred schools and five thousand students annually.

Qualifications include university or college education in a related field (i.e. environment, business, science, education, outdoor pursuits), plus related experience in small business, non-profit organizations, education outreach and/or outdoor pursuits is desirable. A driver's license and personal vehicle is required. Paddling skills are not essential.

Only on-line applications will be accepted. Please submit your resume to the Executive Director Cal Kullman at riverwatch@shaw.ca. Applicants will receive an e-mail acknowledging receipt of their application. More information about RiverWatch is available at www.riverwatch.ab.ca