

JOB DESCRIPTION:

Lands & Waters Program Assistant Coordinator Parry Sound, Ontario



Position: Lands & Waters Assistant Coordinator
Organization: Georgian Bay Mnidoo Gamii Biosphere
Location: Parry Sound, Ontario
Start Date: Mid-April, 2024
End Date: December 31, 2024, possibility of extension.
Wage: \$22.14/hr

Position Description:

The Lands & Waters Assistant Coordinator will support the Georgian Bay Mnidoo Gamii Biosphere and its partners in the delivery of the Lands and Waters Department priority field activities. These projects aim to assess local populations of species of conservation concern, associated habitats, associated threats, and respond with appropriate conservation practices. This position will cover activities that involve the coordination and delivery of intensive fieldwork, education, outreach, animal husbandry, data analysis, and reporting.

Fieldwork in the region requires a high tolerance to biting insects, harsh weather conditions, strenuous work, dangerous roads, exposure to road-related reptile mortality events and venomous reptiles.

Program Lead Responsibilities:

1. Schedule staff for turtle nesting surveys, hatchery care, and hatchery tours.
2. Assist with leading team meetings and health & safety checks.
3. Assist with the delivery of orientation to 2023 seasonal staff.
4. Coordinate turtle incubation including: update of protocols, managing equipment, incubation caretaking, hatchling caretaking, data collection & analysis, and reporting.
5. Assist with planning and delivery of turtle release ceremonies, hatchling tours and related events.
6. Coordinate citizen science, outreach and engagement, including iNaturalist.

Other Program Responsibilities:

1. Conduct daily road surveys for a variety of species, mainly reptiles.
2. Conduct turtle nesting surveys including the collection and care of eggs for incubation.
3. Identify, capture, and collect morphometric and spatial data on turtles, lizards, and snakes (potentially including the venomous Massasauga Rattlesnake).
4. Assist/lead other field work, data analysis, and reporting tasks including related to: Bioblitzes, benthic monitoring, ELC surveys, ground-truthing, phragmites removal, etc.
5. Record daily logs and manage data, including data input into Excel spreadsheets and other data management software.
6. Supporting applications of science and mapping in planning approaches (i.e. turtle conservation planning, local government planning approaches)

7. Delivering outreach/education to the community and surrounding area including markets, community events, pow wows, turtle hatchery tours, training sessions, etc.
8. Leading guided hikes, delivering presentations to all age groups, and other nature interpretation.
9. Create communication items including, but not limited to, blog posts, social media posts, newsletter articles, and infographics.
10. Assist with data analysis, report writing, and other office duties as needed.
11. Assisting partner organizations with activities (such as phragmites removal, enclosure set-ups, wildlife fence repairs, other surveys).
12. Other duties as assigned.

Knowledge and Experience:

- Passion for outdoor work is required
 - University or college education and/or experience in fieldwork is required.
- Knowledge about working with and around habitat, species at risk and other environmental features.
- Knowledge identifying and experience working with regional flora and fauna.
- Experience to confidently identify, capture, and handle various reptile species.
- Experience in or ability to quickly learn multiple data collection methodologies including, but not limited to; benthic monitoring, radio-telemetry, morphometric data collection, and turtle nest excavation.
- Experience with Benthics monitoring is considered an asset.
- Ability to demonstrate strong written and verbal communications skills.
- Excellent organization skills, leadership, problem solving and professionalism.
- Strong communication skills and comfortable presenting to small and large groups.
- Experience communicating in a variety of formats including professional reports, science communication to public audiences, and social media.
- Be highly motivated, independent, and able to travel. Must work well in a team environment.
- Ability to tolerate extreme weather conditions, biting insects, and full days in the field.
- Ability to navigate in the field and safely operate a canoe.
- Valid class G driver's license is required.
- Valid First Aid/CPR certification.
- Certifications such as Ontario Wetland Evaluation System and Ontario Benthos Biomonitoring Network an asset.
- Computer literacy in Microsoft Office and social media applications.
- Experience with land-use planning, GIS and R statistic software is an asset.

Eligibility:

- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of employment.
- Have a valid social insurance number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Hours: A normal week will be 40 hours during field season and 35 hours post. This position works with volunteers and will require weekend and evening work. Time-off will be provided in lieu of time worked on weekends and evenings.

Location: Work will be performed from the Biosphere office (125 William Street, Parry Sound) as well as from locations across eastern Georgian Bay.

Please note that this position is reliant on successful funding.

To Apply:

Please email resume and cover letter as one PDF document with the job ad in the title to Tianna Burke at tburke@georgianbaybiosphere.com **by February 19th, 2023 at 11:59pm**. Only successful candidates will be contacted.

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