



## Water Quality Coordinator

**EMPLOYER:** U-Links Centre for Community-Based Research

**HOURS:** 35 hours per week, 1 year contract from May 13<sup>th</sup>, 2024 to May 31<sup>st</sup>, 2025.

**COMPENSATION:** \$23.00/hour + benefits + mileage allowance

**REPORTS TO:** U-Links Program Coordinator

**OFFICE LOCATION:** U-Links office, Minden, Ontario. Fieldwork will be conducted in field locations throughout Haliburton County and the Kawartha Lakes region. Work may at times be conducted, as required, from a home office.

**SUMMARY OF POSITION:** Under the direction of the U-Links Program Coordinator, the Water Quality Coordinator will assist with the expansion and coordination of the Water Quality Program Pilot and will support the activities of the Woodlands and Waterways EcoWatch program and other environmental research projects undertaken by U-Links.

### QUALIFICATIONS:

- A technical diploma or a degree in the field of environmental technology, environmental sciences, biology, ecosystems management or similar field.
- Field knowledge of ecological monitoring and biological sampling methods (e.g., benthic invertebrates and water chemistry) is required. OBBN certification and/or experience with vegetation sampling protocols are preferred.
- Reliable access to a vehicle and a valid driver's license is required. No public transportation exists in Haliburton County and the incumbent will be expected to transport themselves to field sites.
- Strong written and oral communication skills.
- Attention to detail and critical thinking skills.
- Knowledge of environmental research practices, and an ability to remain cognizant of changing environmental issues relative to Haliburton County.
- Strong time management and organization skills. Must be able to assess, prioritize, and manage multiple responsibilities.
- Experience with project management and volunteer coordination preferred.
- Competency with Microsoft Office applications and with social media platforms (e.g., Facebook, Twitter, Instagram).

### ADDITIONAL ASSETS:

- Experience using technology for digital data collection.
- GIS and statistical software knowledge.
- Ability to supervise and support research projects at the undergraduate level.
- Community outreach experience.
- Knowledge of Haliburton Community

## ATTRIBUTES:

- Strong work ethic and self-starter, able to effectively manage multiple priorities, and adapt to change within a fast-paced environment.
- Punctual and well organized with time management.
- Ability to meet physical demands of the job and perform moderately rigorous fieldwork, including but not limited to carrying equipment up to 50 lbs. in all types of weather, all seasons while often exposed to biting insects.
- Able to work in a team environment and collaborate with fellow employees, community partners, and post-secondary students.
- Comfortable working with volunteers.
- Able to work independently.

**RESPONSIBILITIES:** Priorities will shift during the employment term. The incumbent works with the U-Links Program Coordinator to determine current priorities on a biweekly basis to ensure workload does not exceed time available. Priorities will shift during the employment term.

- **Liaise with** the Program Coordinator, Director, and Administration and Logistics Coordinator.
- **Volunteer Coordination:** Assist staff with volunteer protocol development and volunteer coordination.
- **Data Collection:** Collect environmental data to classify both aquatic and terrestrial biomonitoring sites, assist with data analysis and incorporate data into environmental reports.
- **Logistics:** Assist the Program Coordinator in coordinating site access and field work logistics with local project partners involved in water quality programming, terrestrial monitoring and other projects as required.
- **Equipment Maintenance:** Clean, maintain and calibrate field operation equipment and report any damages or concerns to the Program Coordinator.
- **Project Supervision and Support:** With the support of U-Links staff, supervise and facilitate student research projects.
- **Program Funding:** Work with the U-Links staff and Management Committee to explore funding opportunities. Provide presentations to community organizations to encourage contributions that will support U-Links programming needs.
- **Media:** Collaborate with U-Links staff to write newsletters, press releases for media as well as social media posts for Instagram, Twitter, and Facebook
- **Represent U-Links** at University Open House and other events to recruit students interested in community-based research.
- **Committee Relationships:** Attend U-Links Management Committee and Woodlands and Waterways EcoWatch Steering Committee and subcommittee meetings; follow up on action items.
- **Special projects** (e.g. our bottle diversion project) as required and other duties as directed by the Program Coordinator.

## HOW TO APPLY:

Please send a detailed cover-letter and resume to [admin@ulinks.ca](mailto:admin@ulinks.ca) by 23:59 EST on May 2<sup>nd</sup>, 2024.

This position is funded in part by Natural Resources Canada as part of their Science and Technology Internship Program. To be eligible for this position candidates must be between the ages of 15-30 (inclusive) at the start of the internship, be Canadian citizens, permanent residents or persons granted refugee status in Canada and be legally allowed to work according to the relevant provincial and

Canadian legislation and regulations. Candidates cannot have been previous participants of a Science and Technology Internship Program.

We thank all those interested in this position. Only those selected for an interview will be contacted.