



CENTRE FOR COMMUNITY-BASED RESEARCH

## Environmental Research Associate

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

**HOURS:** 35 hours per week, 16-week contract from August to December 2021 with the possibility of extension dependent on funding

**COMPENSATION:** \$21/hour

**REPORTS TO:** U-Links Director, Administration and Logistics Coordinator (interim)

**OFFICE LOCATION:** U-Links office Minden, Ontario. Work will also be done from home office and in field locations throughout Haliburton County and the Kawartha Lakes region

**SUMMARY OF POSITION:** Under the direction of the U-Links Director and the Environmental Program Coordinator, the Environmental Research Associate will assist with co-ordination of the Woodlands and Waterways EcoWatch program as well as support other environmental research projects undertaken by U-Links.

### QUALIFICATIONS:

- Post-secondary education in environmental studies, environmental sciences, biology, or similar.
- Field knowledge of ecological monitoring and biological sampling methods (e.g. benthic invertebrates) is required. OBBN certification and/or experience with vegetation sampling protocols are preferred.
- Reliable access to a vehicle is required. No public transportation exists in Haliburton County and incumbent will be expected to transport themselves to field sites.
- Strong written and oral communication skills.
- Knowledge of environmental research practices.
- Ability to supervise and support research projects at the undergraduate level.
- Strong time management and organization skills. Must be able to assess, prioritize, and manage multiple responsibilities.
- Competency with Microsoft Office and with social media platforms (e.g. Facebook, Twitter, Instagram).
- Must have an Ontario class G driver's license or equivalent and reliable access to a vehicle.

### ATTRIBUTES:

- Able to work in a team environment and cooperate with fellow employees, community partners, and students.
- Able to work independently.
- Ability to work outdoors in various weather conditions and with exposure to biting insects.
- Knowledge of Haliburton Community is considered an asset.

## RESPONSIBILITIES:

Priorities will shift during the employment term. Incumbent works with the Director and Environmental Program Co-ordinator to determine current priorities on a biweekly basis to ensure workload does not exceed time available.

- **Liaise with** Environmental Program Co-ordinator, Director, and Administration & Logistics Coordinator.
- **Data Collection:** Collect environmental data to classify both aquatic and terrestrial biomonitoring sites.
- **Logistics:** Assist the Environmental Program Co-ordinator in coordinating all logistics with local lake associations involved in the Woodlands and Waterways EcoWatch Program and other programs or projects as required.
- **Equipment Maintenance:** Maintain and calibrate monitoring equipment.
- **Project Supervision and Support:** With the support of U-Links staff, supervise and facilitate students' work.
- **Program Funding:** Work with the U-Links staff and Management Committee to explore funding opportunities. Work with community organizations to encourage contributions for U-Links support.
- **Media:** Collaborate with U-Links staff to write newsletters, press releases for media as well as social media posts for Instagram, Twitter, and Facebook
- **Project Supervision and Support:** With the support of U-Links staff, supervise and facilitate students' work.
- **Represent U-Links at University Open House and other events** to recruit students interested in CBR.
- **Management Committee Relationship:** Attend Woodlands and Waterways EcoWatch Steering Committee and sub-committee meetings; follow up on action items.
- **Special projects** as required and other duties as needed.

## HOW TO APPLY:

Please send a detailed cover-letter and resume to [admin@ulinks.ca](mailto:admin@ulinks.ca) by 23:59 EST on July 25, 2021. This position is funded by Canada Summer Jobs and requires candidates to be between 15 and 30 years of age at the start of employment. We thank all those interested in this position. Only those selected for an interview will be contacted.