



**Stewardship Coordinator (Approx. 2 days (15 hours) per week – 13-month contract (until March 31, 2024) with the expectation of annual renewal) – Flexible within the Kootenay Region.**

Kootenay Conservation Program (KCP) is a partnership of 85 stewardship organizations, Indigenous communities, government and agricultural producers dedicated to conserving natural areas for Kootenay communities. The partnership coordinates and facilitates acquisitions, covenants and stewardship projects on private land. In addition, we work to build the technical and financial capacity of all of our partner organizations and serve as a network to encourage collaboration. We have a small and dedicated team of contractors working from a variety of Kootenay communities.

**Purpose and General Description:**

The Stewardship Coordinator will lead the development and implementation of innovative and targeted projects focused on achieving improved effectiveness of stewardship activities on private land throughout the Kootenay Region. The Stewardship Coordinator will work closely with program staff and partner organizations to conduct outreach activities, perform property evaluations, provide project oversight and coordination, facilitate KCP Stewardship Committee meetings and Conservation Action Forums, implement the KCP Stewardship Framework, and further develop and coordinate stewardship activities across the region.

**Reporting Relationships**

The Stewardship Coordinator reports directly to the KCP Program Director and works closely with other KCP contractors, KCP Stewardship Committees and KCP partners.

**Duties and Responsibilities:**

- Plan and deliver KCP Stewardship Committee meetings and spring tours.
- Plan and facilitate Conservation Ambassador Training and track success.
- Plan and deliver Conservation Action Forums or check-in meetings.
- Conduct follow-up and track the status of implementation of action items from previous Conservation Action Forums.
- Provide resources for the Conservation Resource webpage.
- Maintain and update candidate property priority ranking list for Securement Committee.
- Undertake biological evaluations/assessments of priority private lands as required and directed by the KCP Program Director.
- Maintain and conduct outreach on the Stewardship Solutions Toolkit.
- Plan and host Winter Webinar series and other capacity-building events.
- Assist with planning and delivering the KCP Fall Gathering.
- Assist with preparing the KCP Annual Report (stewardship sections).
- Conduct outreach activities as required in cooperation with other KCP partner organizations.
- Assist with funding proposal development and reporting as required
- Other duties as may be assigned by KCP Program Director or Board.

**Basic Qualifications:**

- Bachelor's degree in biology, ecology, natural resources management or related field and 5-10 years related work experience or equivalent combination of education and experience.
- Advanced and demonstrated written and verbal communication skills.
- Sound knowledge of the Kootenay Region.
- Ability and willingness to travel throughout the Kootenay Region.
- Experience interacting with private landowners.
- Ability to work as part of a team and lead that team when required.
- Ability to set objectives and manage performance.
- Ability to organize time and manage diverse activities and meet deadlines.
- Strong interpersonal skills.
- Knowledge of native habitats, species at risk and agricultural landscapes.
- Ability to work cooperatively with partners, including Indigenous nations, industry, government, farmers, and non-profit organizations.
- Strong computer skills.

**Preferred Qualifications:**

- Registered Professional Biologist or Agrologist designation.
- Experience with biological monitoring.
- Experience organizing and facilitating multi-stakeholder forums.
- Ability to explain complicated science topics to laypersons.
- Experience with GIS, including the ability to create maps.
- Experience with Zoom for webinars and meetings.
- Experience in a non-profit organization.

**Contract Requirements:**

- Contractor will work from a home office and will be expected to have internet and computer, and phone.
- Contractor will be expected to have WorkSafe BC coverage and Commercial General Liability insurance with a minimum \$2 million coverage.
- Available at least two weekdays per week (1 full day and 2 half days preferred)

**Compensation:**

- This contract will compensate at \$35 to \$45 per hour, to be determined based upon skills and experience.

**To Apply:**

If you are interested in joining our team, please forward your resume and cover letter as a single PDF, indicating "Stewardship Coordinator Application" in the subject line, **by Thursday, February 9, 2023, Noon PDT** to the Kootenay Conservation Program via email at:

[kendal@kootenayconservation.ca](mailto:kendal@kootenayconservation.ca). Please indicate the expected compensation in your cover letter.