

<b>Job Posting</b>	
<b>Position:</b> Roundtable Coordinator	<b>Status:</b> Part-time contract (25-30 hours/week) <b>Term:</b> September 2017 – 2 year contract
<b>Reports to:</b> Coquitlam River Watershed Roundtable Core Committee <b>Contracting Authority:</b> Watershed Watch Salmon Society <b>Attention:</b> Trish Hall, Operations Director, Tel: 604-512-9782 Email: <a href="mailto:hall@watershedwatch.ca">hall@watershedwatch.ca</a>	<b>Compensation:</b> \$35/hour
<p><b>Background:</b> The Coquitlam River Watershed Roundtable (CRWR) is a multi-stakeholder body whose mission is to:</p> <ul style="list-style-type: none"> <li>• Facilitate collaborative resolution of urban growth and natural resource use pressures consistent with agreed community objectives and values,</li> <li>• Inform and educate people about these matters and the watershed, and</li> <li>• Promote and support conservation of a sustainable, healthy watershed environment.</li> </ul> <p>The CRWR Core Committee (15-18 members) is the administrative body which implements projects and activities, as directed by the Roundtable (75-100 participants). Members of the Core Committee serve on a volunteer basis. The Core Committee meets 6 times a year. The Roundtable meets twice a year, generally spring and fall.</p>	
<p><b>Summary:</b> The role of the Roundtable Coordinator is to support the Core Committee and the Roundtable by helping implement strategies for action from the Lower Coquitlam River Watershed Plan, coordinating Core Committee and Roundtable meetings, communicating about Roundtable goals, projects and activities with Roundtable participants and the broader community, assisting with the preparation of work plans and budgets for Roundtable projects and activities, supporting written and electronic communications, coordinating volunteers, and writing grant proposals. The coordinator also guides various sub-committees, e.g., communications, committee recruitment, strategy action task groups, resilience and capacity-building initiatives.</p>	
<p><b>Duties and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>▪ Provide administrative support to the Core Committee, including scheduling meetings, preparing agendas, taking notes and preparing minutes.</li> <li>▪ Liaise with and provide administrative support to Core Committee Task Groups.</li> <li>▪ Coordinate Roundtable meetings, including setting a date, securing a venue, making arrangements for AV and catering, preparing an invitation and paid ads, handling pre-registration, liaising with the facilitator and speakers, arranging for a note-taker and overseeing the meeting.</li> <li>▪ Expand communications with the broader group of Roundtable participants and watershed stakeholders through email communication, social media, web site posts, events and information sessions.</li> <li>▪ Foster networking among watershed stakeholders by helping people connect in order to learn more about the watershed or resolve issues.</li> </ul> <p style="text-align: right;">(...2)</p>	

**Duties & Responsibilities continued...**

- Maintain the Roundtable website, Facebook, Twitter, E-News.
- Assist with the implementation of Roundtable projects, specifically Watershed Plan strategies for action, under the direction of the Core Committee and working groups, including working with project sponsors/funders, supervising paid professionals and volunteers, preparing budgets and work plans, evaluating projects and reporting to the Core Committee.
- Research opportunities to apply for grants and work with the Core Committee to prepare funding proposals.
- Provide regular reports to the Core Committee on the status of Roundtable projects and activities.

**Knowledge, Skills and Experience**

Education and Knowledge:

- University Degree or College Diploma
- Possesses an interest in watershed planning and community engagement/public outreach
- Knowledge of the Open Standards for the Practice of Conservation would be an asset

Skills and Experience:

- Experience coordinating multi-stakeholder groups and working on watershed-based initiatives
- Experience in watershed planning initiatives
- Experience in researching and writing successful funding proposals
- Experience with developing work plans and budgets
- Skilled in using computer-based word processing programs, spreadsheets and email programs such as MS Word, MS Excel and MS Outlook
- Experience with online communications including writing for websites and social media
- Technical experience updating websites and knowledge of how to reach various audiences through online platforms and social media
- Excellent verbal and written communications skills
- Well organized and self-directed
- Ability to work effectively with a committee
- Responds to broad direction, uses initiative, is innovative and produces results without detailed supervision

**Place of Work:** The Coordinator would work from a home office using own computer and telephone. Meeting space will be provided for in-person meetings convened in the Coquitlam area.

**Transportation:** The Coordinator must have reliable transportation to attend Core Committee meetings, meetings in the Metro Vancouver area, as well as a variety of locations in the watershed.

**Applications:** Please send a resume with a covering letter illustrating how your skills and experience match the requirements of this job to: Trish Hall, Watershed Watch Salmon Society, [hall@watershedwatch.ca](mailto:hall@watershedwatch.ca) **Deadline: September 15, 2017**