



COMMUNITY COORDINATOR – HURON NORTH

Under the supervision of Dr. Elaine Ho-Tassone, this part-time position will lead and coordinate community-based water quality monitoring in the northern region of the Lake Huron Watershed.

LOCATION:	Thessalon, Huron Shores, Sault Ste. Marie (Ontario), or surrounding areas
WORK ARRANGEMENT:	In person in Sault Ste. Marie preferred, hybrid possible
SALARY:	\$21/hour
WORKING HOURS:	Up to 20 hours per week, flexible, permanent position; minimum one day per week to be worked from 8:30AM-4:30PM, Monday-Thursday
ANTICIPATED START DATE:	Immediately
SUPERVISION RECEIVED:	Dr. Elaine Ho-Tassone
SUPERVISION EXERCISED:	Sault Ste. Marie Water Rangers team Data analysis interns and placements

PRIMARY FUNCTIONS:

The Community Coordinator will oversee and coordinate community-based water quality monitoring volunteers as part of NORDIK Institute's Upper Great Lakes water team. This role includes recruiting and training volunteers, building community partnerships, ensuring projects are carried out in accordance with funding requirements, and keeping supplies and resources stocked and up to date. The individual will also contribute to data/story synthesis, and will be asked to help identify funding opportunities to expand the initiative.

A. GENERAL RESPONSIBILITIES INCLUDE:

- Work closely with community groups, Indigenous communities, Elders, and other organizations to develop engaging events, plan program agenda and identify speakers, facilitators, and workshop leaders
- Work with our Environmental Educator and/or other team members to develop activities and related teaching materials for community programming
- Contribute to creating and maintaining partnerships for our project
- Lead day-to-day communications with program partners in the Lake Huron watershed
- Assist with administrative tasks such as tracking budget items, booking venues, document organization, tracking performance indicators, assisting with reporting and other writing or dissemination, as needed (especially during funding reporting periods)

- Contribute to preparing content for the initiatives' social media accounts, in collaboration with NORDIK's Communications Manager and any related water team members (e.g., community volunteers or interns)
- Contribute to seeking additional funding opportunities to expand/maintain our project's capacity
- Plan and deliver community events as part of community engagement activities and relationship-building
- Contribute to dissemination of the water quality data collected
- Prepare and discuss infographics data and information related to education barriers faced by First Nation youth, as well as highlight Indigenous scientists and Elders; format for which is to be determined by parties involved
- Other duties as assigned

B. COMMUNITY COORDINATOR RESPONSIBILITIES INCLUDE:

- Lead and coordinate freshwater monitoring activities (including eDNA sampling) in communities across Lake Huron's North Channel (and into the watershed), including:
 - a. Recruitment and training of volunteers
 - b. Stocking supplies
 - c. Tracking volunteer engagement and offering rewards, as needed
 - d. Serving as the main point of contact for ongoing community monitoring activities in the Northern Lake Huron watershed
- Ensure the required roles are filled (e.g., all sites are being monitored, we have engagement for outreach events, social media, etc.)
- Work with NORDIK's Data Manager to ensure the quality of community-collected data, and communicate with volunteers/program partners regarding any reminders or protocol updates
- Keep aware of the physical conditions at monitoring sites and/or in relevant communities – either directly or through partners – to ensure any safety hazards (e.g., high water levels) are communicated proactively to volunteers
- Contribute and/or participate in presentations and other dissemination regarding programs coordinated through this role
- Other duties as assigned

QUALIFICATIONS

- Demonstrated leadership and ability to work independently
- Strong and proactive communication skills
- Ability to communicate technical information to non-technical audience
- Demonstrated creativity in communications, team leadership, and/or problem-solving
- Familiarity with Google and Microsoft suites of programs as well as video conferencing tools (especially Google Meet)
- Familiarity with, or confidence to learn, Canva, Adobe Creative Suite, and Facebook and Instagram
- Understanding of logistics – e.g., coordination of people, supplies, schedules, budgets
- Experience collecting, recording, interpreting, and/or communicating data of any kind
- (Wilderness) First Aid and CPR is an asset (regular First Aid/CPR will be required once you are hired, if you don't already have it)

- Experience using and maintaining field equipment of any kind is an asset, but not required
- Experience working in freshwater industry or academia is an asset, but not required
- Experience working with municipalities is an asset, but not required
- Experience working with Indigenous organizations is an asset, but not required

ELIGIBILITY

- Must have a Valid Class G driver's license and access to a vehicle
- Willingness to travel within Northern Ontario
- Be legally entitled to work in Canada

[line about equal opportunity, email address – open until filled]