

**Oldman Watershed Council
Program Coordinator
One year term position- Maternity Leave**



The Oldman Watershed Council (OWC) is a not-for-profit organization that is working in partnership with communities and residents to improve the Oldman River Watershed. The Council consists of members who live or work within the Oldman Basin. These members provide leadership and guidance in watershed planning and management, water quality monitoring, and stewardship promotion.

Our Mission:

The OWC seeks to maintain and improve the Oldman River Watershed through partnerships, knowledge, and the implementation and integration of sustainable water management and land use practices.

Position Description:

Reporting directly to the Executive Director, and accountable to the Board of Directors, the Program Coordinator participates in communication, volunteer organization, environmental education, project management and community liaison functions in support of the Oldman Watershed Council and its Mission. The Project Coordinator works directly with OWC volunteers within the Oldman Watershed Council to oversee and provide support to Team projects and events.

Term- August 16th, 2010-September 15th, 2011

Qualifications:

A bachelors degree in a related field is desirable, but equivalencies may be considered. Candidates should be comfortable working in both the urban and rural communities and have good communication skills including mediation and communication. Experience in writing grant applications, working in a team environment, and coordinating events is necessary.

Other skills/requirements:

- public speaking
- strong communication skills (i.e. listening, speaking and writing)
- project management
- organizational and time management skills
- public relations skills
- volunteer leadership and coordination
- travel throughout the basin is necessary in the position
- valid driver's licence
- computer skills in Microsoft Office (Word, Excel, Publisher)
- knowledge and understanding of the internet and website

Please forward resumes to:

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e-mail:
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www.oldmanbasin.org

Application Deadline: July 23rd, 2010

We thank all applicants that applied; however only those called for an interview will be contacted.