



Stewardship Coordinator – Permanent full-time

The Mayne Island Conservancy is looking for 1 highly motivated, enthusiastic person to fill a full-time permanent position on Mayne Island.

Start Date: September 5th, 2022

Hours: 35 hours per week on average. Work schedule is primarily during the day during the week, but some weekend and evening work is required.

Remuneration

- a) The wage for the position starts at \$26.50/hour with an annual increment of 5% for the first five years. Thereafter, the wage will be reviewed annually by the Conservancy board in consideration of cost of living and funding availability.
- b) Eligible expenses related to delivery of the Stewardship Coordinator roles and responsibilities related to specific programs and ongoing operations of the Mayne Island Conservancy are also reimbursed.
- c) Personal vehicle use in the performance of the work will be reimbursed at a rate of \$0.61/kilometer and reported monthly.

Entitlements

Vacation Pay paid on regular pay cheque earnings (4%)
7 days/year paid leave for personal, health, appointment, family needs
Worksafe BC coverage
EI
CPP

Other Benefits

Optional benefits plan (health/dental/etc.) (Conservancy covers 60% of cost)

Accommodation

Employee responsible for own accommodation while employed with the Mayne Island Conservancy Society. The Conservancy will assist in the search for accommodation by using our local contacts.

To apply: Email cover letter, resume and three references (contact info only) to Rob Underhill (biologist@mayneconservancy.ca).

Application deadline is July 17th, 2022, at midnight. Shortlisted applicants will be contacted by July 19th, and interviews will be held July 20th to 22nd by video conference (Zoom). Only candidates selected for an interview will be contacted.

COVID-19

All activities described in this position are subject to change based on public health orders. Successful applicants may be asked to work from home if necessary. Staff health and safety are a top priority for us. A workplace safety plan will be established in cooperation with the successful applicant using up to date information prior to the start of the work term.

Visit www.mayneconservancy.ca to learn more about the Mayne Island Conservancy.

Phone: 250-539-2535

Address: 478 Village Bay Rd., Mayne Island, BC.

Position Description

To assist with and/or lead the delivery of projects related to terrestrial and marine conservation work on Mayne Island, including leading the delivery of youth education initiatives, creating public education/communication content, assisting with nearshore marine surveys, assisting with habitat restoration and native plant nursery, assisting with grant writing, budgeting, office equipment maintenance, and other duties as directed by the Executive Director or Biologist.

Youth Education

- Lead the creation and delivery of youth environmental education programs.
- Create and/or maintain new and existing relationships with partner organizations such as the Mayne Island School, Mayne Island Early Childhood Society, Gulf Islands Centre for Ecological Learning, Saturna Ecological Education Center, and others as opportunities arise.
- Supervise and train other staff and volunteers as needed for the delivery of youth education programs.
- Provide reports on youth education activities.
- Assist with grant writing to fund youth education programs.

Public Education

- Train and supervise volunteers.
- Manage our Facebook page and other social media as directed by senior staff and following our Social Media Protocol.
- Write articles for our website. Assist with editing articles written by others.
- Create website posts and events using Wordpress.
- Attend approximately four to six Saturday Markets between May and September.
- Assist with or lead the coordination and promotion of public education events.
- Lead the delivery of an amateur nature photo contest and create a nature calendar.

- Assist or lead other public education initiatives as required.

Marine Monitoring

- Assist with seasonal nearshore marine surveys by freediving and kayak.
- Assist with data entry and geospatial data management using GIS.
- Coordinate our participation in a citizen science dungeness crab monitoring program. Liaise with project lead from Hakai Institute.
- For the right candidate, take the lead on delivering our Shoreline Care Program including eelgrass monitoring program, regional bull kelp monitoring program, and other initiatives. Lead role includes planning, budgeting, fundraising, coordinating, and reporting.

Habitat Restoration

- Assist with invasive plant removal.
- Assist with deer fence installation and maintenance.
- Assist with planting native trees and shrubs.
- Assist with photomonitoring and vegetation monitoring.

Native Plant Nursery

- Assist with watering, weeding, potting-up, seed collection, and general maintenance of a small-scale native plant nursery.

Administration

- Assist with grant writing and reporting.
- Membership on and attendance in select committee meetings.
- Deal with technical issues arising in the office or field.
- Tracking hours and expenses and creating monthly claim to Executive Director.
- Assist with office cleaning/maintenance (shared responsibility of all staff).

Other Activities

The Mayne Island Conservancy runs a wide range of programs and initiatives that will require the assistance of the Stewardship Coordinator and could include reviewing documents, representing the Conservancy at off island events, workshops and webinar delivery and new projects that arise as funding is found.

Required Qualifications

- Excellent oral, written and interpersonal skills
- Ability to be self-directed, independent, organized, flexible, and creative
- Ability to work with the public in a professional manner
- Ability to work with minimal supervision and in a group
- Experience working at physically demanding tasks in all weather conditions
- Ability to safely operate a kayak
- A passion for stewardship and conservation of terrestrial and marine ecosystems
- Must have a valid Class 5 driver's license. Ability to drive standard is ideal.
- Willing to reside on Mayne Island. Preference will be given to candidates intending to stay on Mayne Island long-term.
- Access to a personal vehicle and willing to use that vehicle for work (reimbursed @ \$0.61/km).
- Bachelors degree in a relevant field of study.
- Minimum 6 month relevant work experience.

Asset Qualifications

- Experience coordinating volunteers and/or working with youth
- Event planning and coordination experience
- Knowledge of local marine and terrestrial ecosystems
- Field survey experience
- Invasive species management experience
- Plant propagation and/or landscaping experience
- Experience free diving or SCUBA diving
- Knowledge of regional and local specialists on marine and terrestrial species
- GIS knowledge and experience
- Valid first aid certificate or willingness to acquire
- Boating certifications; PCOP, SVOP, Marine Radio Operators Certificate
- Graphic design, photography, or video editing experience