Permanent Watershed Coordinator Position

with the Hunter-Clyde Watershed Group

Based out of Hunter River, remote work Nov - April

40 hrs/week beginning January 25th 2027

$25-30/hr based on experience

Health benefits plan available

General Job Description and Duties:

- Act as general manager for all operations at the Hunter-Clyde Watershed Group
- Seek out funding opportunities and submit applications and reports
- Maintain spreadsheet with incoming funds, outgoing expenses, and allocate all funds as needed for wages, administration, and project costs
- Compile payroll information biweekly and submit to treasurer
- Communicate with the board of directors to schedule and attend bimonthly board meetings
- Maintain office building, truck and other equipment.
- Post updates on social media, newsletters, and local newspapers. And more.

Projects:

- Plan and oversee restoration and monitoring projects
- Work in the field with field staff on all projects as needed, providing training as necessary
- Liaise with landowners and community members to obtain permissions and project ideas
- Plan and attend outreach, educational, and volunteer events
- Work with the board of directors to hire staff and make major project decisions
- Work with other organizations and technical experts to plan and execute collaborative projects and events

Required Qualifications:

- Post-secondary diploma or bachelor's degree in environmental science, wildlife conservation, or a related discipline
- *Minimum* one year of work experience in the environmental field
- *Minimum* one year of demonstrated administrative skills in a non-profit setting (including grant writing, budgeting, payroll, project planning, engagement, reporting, etc)
- Demonstrated supervisory experience
- Demonstrated ability to work in rugged terrain and weather conditions
- Proficient with Microsoft Excel, mapping software (various experience acceptable, ex. ArcGIS, Google Earth, ERSI Field maps, GAIA, or other), Google Drive, Garmin GPSs and Microsoft Suite
- Class 5 drivers lisence

Additional Assets

- Rapid Geomorphic Assessment Training
- Chainsaw certification and experience
- Electrofishing certification and experience
- Benthic Macroinvertebrate Bioinventory training or certification
- Demonstrated experience with fish identification, invasive species and tree ID, etc.
- Lived experience or local knowledge of Hunter River, New Glasgow and North Rustico areas

To Apply:

Please send your resume and cover letter via email to Katherine McEwen (Interim Watershed Coordinator) at coordinator.hcwg@gmail.com

Applications will be accepted until December 16th, 2026 at 4pm