



Job Vacancy: Workshop Coordinator, Keepers of the Athabasca

Location: flexibility within Northern Alberta

Duration: 6 month part-time contract (30 hours per week) with 3 month probationary period and possibility of contract renewal and more hours

Application Deadline: February 10, 2019

Keepers of the Athabasca Watershed Society are First Nations, Métis, Inuit, environmental groups and watershed citizens working together for the protection of water, land and air for all living things in the Athabasca River watershed. We are guided by both Indigenous Elders' traditional knowledge and western science.

Working with the Workshop Outreach personnel, the Coordinator reports to Keepers' Personnel Committee, and is assisted by the Executive Director. In his/her role, the Coordinator provides ongoing leadership and support to Keepers while coordinating our workshops programs for schools, First Nations and Métis organizations, Friendship Centres, Municipalities, community groups and others.

Major Responsibilities

- 1) Provide deliverables for our 'Flowing into Right Relationship' workshop series: coordinating workshops with schools, Friendship Centres, professional organizations and institutions in 2019, booking at least 15 workshops per quarter.
- 2) Represent Keepers at meetings and other events with the public, government officials, media, funders, and partnering organizations, as agreed with Executive Director and Board.

Required Skills & Competencies

- 1) Knowledge of an Indigenous language and cultural protocols are an asset.
- 2) Knowledge of current governmental policies and programs in Alberta surrounding green economy issues like energy efficiency and renewable energy.
- 3) Demonstrated commitment, knowledge and passion for environmental issues.
- 4) Experience coordinating diverse groups, allies and collaborators from different backgrounds.
- 5) Proven skill in developing communication strategies and materials.
- 6) High level of professionalism while representing an organization, managing conflict, and maintaining work relationships.
- 7) High competence with Microsoft word, excel, PowerPoint, and social media platforms
- 8) Use of personal cell phone and computer is requested

- 9) Ability to work independently, establish priorities, and proceed with objectives in a work environment with limited supervision.
- 10) Ability to handle a varied, busy workload with multiple competing priorities/tasks

All applicants must be legally entitled to work in Canada.

Please send resumes and cover letters to: keepers.communications@gmail.com

Keepers of the Athabasca embraces equity and diversity and is committed to a workplace that is enriched by the people, needs and desires of Canada's diverse communities.

We thank all applicants, but only those invited for interviews will be contacted. Applicants selected for interviews will be contacted by Wednesday, February 15, 2019 to set up an interview, and should be available to interview sometime between February 18 and 22, 2019 via phone, Skype, Google Hangouts, or in-person meeting.