



**Job Vacancy:** Workshop Coordinator, Keepers of the Athabasca

**Location:** flexibility within Northern Alberta

**Duration:** 6 month part-time contract (20 - 25 hours per week) with 3 month probationary period and possibility of contract renewal

**Application Deadline:** February 16, 2018

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.

The Coordinator reports to the 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, participating in membership engagement and funding development for the organization.

### **Major Responsibilities**

- 1) Provide deliverables for our 'Flowing into Right Relationship' workshop series: reaching 400 new organizations in 2018, booking 60 workshops over a 2 year period (at least 15 per quarter)
- 2) Work to deepen engagement and broaden the membership of Keepers on an ongoing basis.
- 3) Represent Keepers at meetings and other events with the public, government officials, media personnel, 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) Experience with grant writing and/or other fundraising techniques to raise funds for an organization.
- 7) High level of professionalism while representing an organization, managing conflict, and maintaining work relationships.

- 8) Ability to work independently, establish priorities, and proceed with objectives in a work environment with limited supervision.
- 9) 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: [papajaxn@gmail.com](mailto:papajaxn@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 28, 2018 to set up an interview, and should be available to interview sometime between March 2 and March 7, 2018 via phone, Skype, Google Hangouts, or in-person meeting.