

*Our Mission:
to support, promote and protect
the natural values of land and water in our area.*



SUPPORTING, PROMOTING & PROTECTING NATURE

January 2025

Job Posting

School Water Stewards Coordinator

32 hours/week, 32 weeks/year

\$28.00/hour

Would you like to join a team that makes a difference in your community? Ever thought you could do meaningful work and have summers off? The role of School Water Stewards Coordinator is an integral part of the organization and offers just that! Join our team! The School Water Stewards Coordinator is responsible for delivering our highly successful School Water Stewards program to classrooms in our region. See below for a detailed description of responsibilities. Since 1995 the Nanaimo & Area Land Trust (NALT) has worked to fulfil its mission – *to support, promote and protect the natural values of land and water in our area*. NALT is best known for raising the funds to purchase Cottle Lake Park and Mount Benson Regional Park. NALT's stewardship activities include community education, outreach, habitat restoration and monitoring, and land protection, all contributing to build a culture of stewardship.

Please provide a **resume and cover letter** which lists all relevant education, volunteer and work experience and the specific skills developed through this education and experience. An effective applicant will include information about their education or experience relating to water resource management or stewardship, and education or experience in working with children and youth.

Driver's license an asset. An Enhanced Criminal Record check will be required.

The position is **32 hours per week**, compensation is **\$28.00/hour**. The duration is 32 weeks during the winter/spring and fall school sessions.

To apply, please send a resume and cover letter addressed to the NALT Hiring Committee at paul@nalt.bc.ca or mail or deliver in-person to the NALT office, #8 – 140 Wallace Street, Nanaimo BC V9R 5B1

Applications will be received until 5 pm on Monday, January 27th.

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School Water Stewards (SWS) Coordinator

The SWS Coordinator is responsible for coordination, development, and delivery of the School Water Stewards program to schools in School Districts 68 and 69.

Reports To

Reports to the Stewardship Manager and the Executive Director

Lines of Communication

The Executive Director (ED) is the Board's conduit for all projects and day-to-day operations to Staff/Volunteers and vice versa (e.g. communication should go via the Executive Director), except in situations where a Board member(s) sits on an Advisory or Management Committee that works directly with Staff/Volunteers.

The SWS Coordinator communicates issues and information to the Stewardship Manager (SM) and the Executive Director.

NOTE: Regardless of the specific roles & responsibilities listed, the SWS Coordinator will, whenever possible or required, participate in all aspects of the organization's operations.

Responsibilities

Individual responsibilities of this position are to:

- Develop and deliver SWS lessons to school classes within School Districts 68 and 69.
- Carry out the School Water Stewardship workplan as it exists from time to time.
- Communicate with participating teachers to create and maintain a schedule for program delivery.
- Coordinate and Work with Program Assistant(s)
- Identify and communicate program staffing and material needs to the SM
- Promote the program to educators in SD 68 and 69
- Promote the program to the public through NALT's social media
- During periods of school vacation, develop program lessons and explore providing water stewardship education opportunities to school catchment communities.
- Report on program activities as required by the SM and funding agencies.
- Maintain program materials, files and folders

As a NALT staff team member responsibilities will include:

- handle incoming phone calls, e-mails and answering machine messages, ensuring coverage in concert with all staff; and forward messages to the appropriate recipient
- Communications & Information – the SWS Coordinator will:

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30
YEARS
1995-2025



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- Participate in the preparation of the quarterly News from NALT – preparing stories, selecting photos, and participating in layout and production of the newsletter as required
- As needed, create and/or assist with layout and production of in-house printed materials including brochures, posters, flyers, cards, signage, etc
- As needed, coordinate other publishing requirements with graphic designers, printers and suppliers
- Provide back-up to the SM/ED for public relations and media stories as delegated.
- Meetings – the SWS Coordinator will:
 - In the absence of the SM, attend community or agency meetings in his/her place as delegated
 - Also attend such meetings with the SM as appropriate
 - Attend Team meetings as required