



## **CONSERVATION COORDINATOR**

### **Job Description and Overview of Posting**

Date Posted: June 27, 2023

Applications Requested By: Monday, **July 17, 2023 at 12:00 PM (noon)**

Reporting to the Executive Director, the Conservation Coordinator is a full-time contract of employment position (MMLT will deduct CPP, EI, and income taxes).

Hourly Compensation: \$ 25.00 per hour, no benefits.

Length of Contract: One-year, with possibility of extension.

Number of Work Hours per Week: 35.00

Work Days: Generally, Monday through Friday. Flexible, with some weekends.

Office Location: 10970 Hwy 7, Carleton Place, ON. Some work may be done from another remote location, and at various MMLT property locations, to be agreed by MMLT.

### **Position Summary:**

The Conservation Coordinator is a member and key resource of the Property Stewardship Committee (PSC) and reports on all properties, either directly to the PSC or through a Property Manager on the PSC. The Conservation Coordinator assists in the coordination, development and implementation of all PSC-approved stewardship plans for each MMLT property and all stewardship-related tasks, which involves working with the PSC Chair and the Property Managers of all MMLT properties. The Conservation Coordination possesses a variety of skills and abilities and can independently prioritize and carry out tasks with exceptional quality, efficiency, and attention to detail. This position is a mix of in-office (or remote work, if eligible) and in-field days. This position reports to the Executive Director.

Start date: Mid to late-August, 2023

End date: November, 2024

### **Roles and Responsibilities:**

- Coordinate, monitor, prioritize and oversee the maintenance of MMLT properties to both protect the land and enhance visitor experience including collection and management of data related to stewardship and outreach activities;
- Prepare property reports, including inventories (property information, site description, ecosystems, habitats, land uses, potential threats, conservation goals, etc.), property

assessments and stewardship plans in conjunction with Property Managers and professional consultants, as applicable;

- Annually review Property Stewardship Plans and budget requirements for each property;
- Assist with Annual Monitoring Reports of each MMLT property by collecting data pertaining to invasive/alien species, species-at-risk, and overall ecosystem health of MMLT properties;
- Work closely with the Property Stewardship Committee (PSC) and Property Managers, organizing and scheduling monthly committee meetings, compiling agenda items, sending out the meeting package in a timely manner, and completing meeting minutes;
- Coordinate and work with Property Managers to:
  - ensure Baseline Documentation Reports and Annual Monitoring Reports are completed as scheduled;
  - ensure that property needs are accounted for in the corporate budget;
  - ensure that public trails are maintained, closed when unsafe, and that directional and or informational signage is maintained and up to date to ensure the safety of visitors;
  - receive monthly updates from Property Managers;
- Make recommendations to the PSC regarding property maintenance, property acquisition, and consideration of new or additional Property Managers;
- Arrange for purchase, rental, and/or contracting of equipment necessary to meet property stewardship and maintenance needs;
- Work collaboratively with other MMLT staff, volunteers, and committees in MMLT's nature interpretation workshops and events designed to foster an appreciation of nature and a culture of conservation;
- Participate in preparation of communications materials to enhance visitors' experiences as needed, such as maps, signs, and promotional materials;
- Assist in the development and implementation of Board recommendations for safe work practices by volunteers and staff conducting work or other business at MMLT properties;
- Participate in the development or re-development of public trails on properties where
- needed;
- Contribute to newsletters, social media platforms, website, and other MMLT outreach as requested by the Executive Director;
- Maintain property files including reports, correspondence, and conservation priorities;
- Coordinate the submission of Conservation Land Tax Incentive Program (CLTIP) and Managed Forest Tax Incentive Program (MFTIP) applications and reporting, when applicable;
- In consultation with the Executive Director, actively participate in preparation of grant proposals pertaining to the MMLT properties and related reporting;
- Coordinate volunteers and contractors to complete identified property-related projects and other tasks, keeping in regular contact at all times;
- Coordinate and assist in program delivery for nature-related workshops and MMLT events;

- Consult with relevant committees (e.g., Fundraising, Communications, and Membership and Volunteer Engagement Committee) as required;
- Other duties as assigned by the Executive Director.

**Qualifications/Skills/Experience:**

- Successful completion of a College Diploma or Undergraduate Degree in Environmental Studies, Resource Conservation, Ecosystem Management or, an equivalent and demonstrated experience in the field;
- Knowledge of wildlife and plant species to Eastern Ontario is an asset;
- Research and information analysis, reporting on results;
- Proficiency in Google Workspace, Microsoft Office Suite products (e.g., Word and Excel), and Zoom/MS TEAMS. Knowledge of Canva and GIS is considered an asset;
- Experience coordinating and working with volunteers;
- Strong communications and people skills, including verbal and written communication skills in English (fluency in French is considered an asset);
- Valid Ontario driver's license and access to a reliable vehicle;
- Willingness and physically capable of participating in outdoor activities in all weather conditions;
- Experience operating power tools and chainsaws is an asset;
- Willingness to work from home, an in-office environment, and in the field.

For more information and to submit your resume with a letter of interest detailing your relevant qualifications and experience, please contact the Executive Director by emailing [stacie.lloyd@mmlt.ca](mailto:stacie.lloyd@mmlt.ca) or calling 613-253-2722.

Applications are requested by **no later than Monday, July 17, 2023 at 12:00 PM (noon)**. Please note that eligible applications will be considered for immediate interview upon receipt. Interviews will be held in-person at the MMLT offices by July 28, 2023.

We thank all who apply, but only candidates chosen for interviews will be contacted.