



# NOOTKA SOUND WATERSHED SOCIETY

PO Box 293 Gold River, BC. V0P 1G0

## **Fisheries Stewardship Coordinator Contract Opportunity**

The Nootka Sound Watershed Society (NSWS) is seeking submissions from interested individuals for the position of Stewardship Coordinator.

**Deadline:** This application window will remain open until the position is filled.

**Background:** The Nootka Sound Watershed Society is a registered non-profit society operating in Area 25 (Gold River, Tahsis, Zeballos) to enhance, protect, and restore pacific salmon and their habitat. The society's activities include research, habitat restoration, education/outreach, and salmon enhancement.

**Duties:** Under guidance from the Board of Directors, the Stewardship Coordinator will:

- write project proposals and grant applications
- ensure all funding requirements are met (deliverables, timeline, budget, reporting, etc.)
- coordinate and manage field project and related personnel
- ensure all legal requirements are met (insurance, safety, permits, etc.)
- liaise between the NSWS and other entities (First Nations, government, industry, etc.)
- external communications (raising the profile of the NSWS and its activities, attracting new volunteers, etc.)

### **Contract Goals:**

- raise a minimum of \$0.30 of project related cash, in kind or other resources for every contract dollar received.

### **Skills and Assets:**

- knowledge of the Nootka Sound and Esperanza Inlet Area
- background in project management, budgeting, grant writing, volunteer coordination
- ability to work well with various user groups (First Nations, sport and commercial fishers, government representatives and other sectors, etc.)
- self started and strong time management
- highly organized with an attention for detail
- excellent written and oral communication
- fisheries specific knowledge

### **Other Requirements:**

- own vehicle, computer, workspace, internet, and phone connection
- ability to attend meetings and other activities in Nootka Sound approx. 4 days/month

Please submit your cover letter and resume to [kagan.samantha@gmail.com](mailto:kagan.samantha@gmail.com)