



# Cowichan Estuary Nature Centre

Box 5, 1845 Cowichan Bay Road, Cowichan Bay, BC, V0R 1N0  
[www.cowichanestuary.ca](http://www.cowichanestuary.ca) phone: 250-597-2288 [admin@cowichanestuary.ca](mailto:admin@cowichanestuary.ca)

## **Cowichan Estuary Nature Centre (CENC) Restoration Coordinator/Educator Description**

**Hours:** 18 hours a week (can vary from week to week)

The restoration season tends to be Sept-Oct and February-May with school programming in development for November and March See: <http://www.cowichanestuary.ca/programs/school-programs/>

**Rate:** starting \$20/ hr

**Start Date: September 2021**

2022 funding for this contract position is dependent on grant applications in process

**Program Description:** Our “Youth Watershed Conservation and Restoration Program for a Climate Resilient Future” is aimed at engaging youth in the Cowichan Valley to produce measurable results in conserving and protecting local watersheds and building climate resilience in the Cowichan Valley through hands-on riparian restoration, school programs, leadership training, educational workshops, awareness-raising activities, and effective hands-on water conservation and restoration projects especially focused on the Cowichan and Koksilah Watersheds that converge at the Cowichan Estuary.

**Job Description:** The CENC Restoration Education Coordinator works alongside and under the supervision of the CENC Coordinator and the CENC Volunteer Executive Director/ Board Chair. You will be responsible for conservation and restoration program coordination and administration, development and delivery of school programs, community workshops and water conservation and restoration action days, program communications and outreach, and volunteer support, and tracking data to measure project success through evaluations and other metrics (including volunteer hours, areas of restoration work completed, survival of riparian plantings over two years, etc.). You will work with the CENC Coordinator to liaise with Cowichan Tribes and local and provincial conservation organizations and work with and support other members of the Nature Centre’s Education team to integrate hands-on restoration opportunities into CENC school programs. This program is flexible, with room for creativity and to make it your own.

### **Duties**

- Coordinate, plan and implement restoration based school programs (grades 5-12), action days and workshops.
- Create and maintain partnership opportunities with local organizations, municipalities and businesses and Cowichan Tribes.
- Oversee and maintain CENC supplies and equipment for the restoration projects
- Program-related CENC website (Wordpress) updates.
- Assist with communication and outreach, including creating event posters and other graphic communications, slide shows and reports.
- Draft media releases, and track earned media.

- Communicate with members and supporters via email using MailChimp.
- Maintain information systems: monthly statistics, member supporter and volunteer lists, and ensure data is entered into the database.
- Assist with financial recordkeeping, and reporting
- Respond to phone calls, emails and general inquiries.
- Assist the CENC Education Team as needed.
- Assist with maintenance of CENC databases.
- Communicate with and support project volunteers, ensure volunteer coverage for assistance with the project.
- Assist with other Nature Centre activities and duties as needed and time is available.

### **Qualifications**

- Education, or work experience with ecological restoration, permaculture, freshwater/marine/coastal ecosystems
- Education or equivalent experience in Environmental Education, Environmental Studies/Science, Restoration of Natural Systems, Biology/Marine Biology, Natural Resource Management, Geography, Geology, Chemistry, Sustainability, and Office Administration is an asset
- Experience working or volunteering in non-profit administration and non-profit environment.
- Experience in nature-based education working with Children/Youth, specifically Gr.5-12
- Demonstrated organizational and planning skills, ability to meet deadlines.
- Strong interpersonal skills and ability to communicate effectively both verbally and in writing.
- Flexibility, initiative, creativity and problem-solving skills.
- Proficiency with MS Office including Excel, Word, Access, Publisher and PowerPoint and data entry.
- Ability to design and create simple and attractive posters and graphics.
- Experience with online newsletter platforms such as MailChimp.
- Experience with social media and online engagement.
- Website experience, preferably on a Wordpress platform.

### **Required**

- Current Criminal record/Vulnerable sector check
- Current First Aid
- Reliable vehicle

Send your application to Nature Centre Coordinator Amy Clinton Baker at [amy@cowichanestuary.ca](mailto:amy@cowichanestuary.ca) or contact Amy for more information at 250-597-2288.