

**Nature Education and Restoration Coordinator
Operation ReLeaf program**

NATURE OF WORK: The Parks and Recreation and Environment and Sustainability Departments are seeking seasonal coordinator with a biology/environmental studies background, to work with urban forest restoration projects, environmental events and programs, nature education and park maintenance. Coordination and delivery of the Operation ReLeaf program. As part of a team, conduct urban forest restoration work, invasive species management and support public conservation events and activities. Based mainly out of Victoria Park.

ORGANIZATIONAL RELATIONSHIPS:

- Report to the Environment and Sustainability Program Coordinator.
- Deals with the public with integrity and in a professional and courteous manner.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Ensures health and safety policies in the workplace are followed.
- Supports the coordination and delivery of the ReLeaf program providing private residences with large trees to restore the urban canopy.
- Assists with the implementation of natural areas restoration projects (community events, planting, invasive species removal).
- Administrative duties, data collection and environmental monitoring.

REQUIRED COMPETENCIES:

- Ability to work independently with good self-motivation.
- Good team player.
- Ability to work overtime to accommodate events as required.
- Communicates effectively, verbally and in writing.
- Proficient skills in Microsoft Office, Excel, and Outlook. With experience using spreadsheets.
- Ability to work independently, conduct physical work in all types of weather.

REQUIRED QUALIFICATIONS:

- Education in Environmental Sciences, Forestry, Biology, or related field.
- Good identification skills – trees, shrubs, herbaceous plants, ferns, wildlife.
- Must have the ability to work with children.
- Must have a valid driver's license.

Salary: \$18.50 per hour

How to Apply:

Please submit a detailed resume by e-mail to jobs@charlottetown.ca Your application must be clearly marked “**Application for Nature Education and Restoration Coordinator**” and submitted by **April 14, 2024, at 4:00 PM.**

Please ensure your application clearly demonstrates how you meet the noted qualifications as applications will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

The City of Charlottetown is committed to equity, diversity, inclusion, and reconciliation and believes in providing a positive working environment where every person feels empowered to contribute. The City encourages applications from underrepresented groups including all designated equity groups with the skills and knowledge to productively engage with diverse communities. If you require accommodation in any part of the recruitment process, please direct your inquiries, in confidence, to jobs@charlottetown.ca or by calling 902-629-4110.