

NATURE EDUCATION AND RESTORATION COORDINATOR

NATURE OF WORK: The Parks and Recreation and Environment and Sustainability Departments are seeking seasonal coordinator with a biology/environmental studies background, to work on nature education urban forest restoration projects, environmental events and programs, and park maintenance.

Casual 18-week summer position (Coordinator) – Coordinate and deliver nature education program in Victoria Park and online. As part of a team, conduct urban forest restoration work and park maintenance. Based in 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.
- Coordinates and delivers a nature education program related to urban habitats, wildlife, native plants, invasive species and the management of the native plant arboretum and perennial beds.
- 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 and interact with the public.
- Valid driver’s license would be considered an asset.

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.