



Position: Reptile and Amphibian Program Development Coordinator

Salary: \$36,000 - \$38,000, commensurate with qualifications and experience

Start date: May 13, 2019

Duration: 12 month fixed term contract, with possibility of renewal or extension subject to additional funding

Location: Head office is in Guelph, Ontario. Flexibility to be home-based and/or work remotely. This position will require periodic travel within Canada and the U.S.

Reporting to: Conservation Programs Director

BACKGROUND:

According to the Committee on the Status of Endangered Wildlife in Canada (COSEWIC), more than 40 amphibian and reptile species are currently threatened or endangered. More than a third of these species have been identified as requiring some form of hands-on intervention to recover. **Wildlife Preservation Canada's** national reptile and amphibian program develops and promotes best practices for four key conservation techniques: translocation, headstarting, conservation breeding and in-situ interventions.

GENERAL DESCRIPTION:

Wildlife Preservation Canada (WPC) is seeking a national Program Development Coordinator, with a reptile and amphibian background, to grow and strengthen our Reptile and Amphibian Initiative.

RESPONSIBILITIES:

Broad responsibilities of this position include:

- i. Develop and strengthen liaisons with universities, zoological institutions and other similar organizations involved in reptile & amphibian conservation research
- ii. Develop a network for Wildlife Preservation Canada (WPC) and foster communication amongst Canadian practitioners already implementing conservation intervention techniques
- iii. Actively seek collaborative partnership opportunities with academic institutions, government, other ENGOs etc., and develop projects in-line with WPC's Conservation Action Plan; ensure and maintain a leadership role in the implementation of these projects.
- iv. As opportunities arise, work with partners to develop and implement high quality studies which test the effectiveness of intervention techniques applied with target species; may include protocol development, permit applications, and reporting as required
- v. Participate in field research and conservation projects, and supervise field staff as required
- vi. Communicate results of research projects to staff, the scientific community and the public, and may be required to interact with the media as a scientific resource
- vii. Serve as a taxa expert, providing technical assistance internally and externally

- viii. Identify regional gaps in WPC's project portfolio, and target these regions to achieve broad representation for the program
- ix. Provide input on long-term planning for WPC's Reptile & Amphibian Initiative
- x. Prepare written materials for internal and external reports and publications including newsletters, articles, outreach materials, etc.
- xi. Maintain a visible presence in relevant conservation communities through presentations, workshop participation, and conference attendance.
- xii. Lead the writing of funding applications, prepare reports as required in grant agreements, and ensure that expenditures are kept within budget.
- xiii. Develop a concept for a workshop/conference focused on hands-on recovery technique(s) for herpetofauna based on identified need(s) in the Canadian conservation community
- xiv. Give presentations to WPC's supporters or other groups about the work of WPC and/or specific projects that WPC is involved with as required and able.

QUALIFICATIONS

Science-based skills

Post graduate degree in a biologically related field, or equivalent level of knowledge/experience, with a minimum of 2 years related work experience

An understanding of amphibian and reptile biology and conservation issues

Biological field research experience; background in statistical analysis an asset

Hands-on field experience in conservation of herpetofauna

Proven (field) project management skills, experience supervising staff remotely

Good data management and analysis

Familiarity with husbandry practices and captive breeding programs

Familiarity with re-introduction and translocation techniques and practices

Demonstrated ability to publish results in peer-reviewed journals

Other skills relevant to the nature of the position

Experience in fundraising and grant writing.

Ability to manage budgets

Track record of partnership projects in nature/wildlife conservation

Excellent organizational and project management skills.

Strong time management skills.

Strong oral and written communications skills.

Strong interpersonal skills, including facilitation, and fostering smooth relationships with co-workers, superiors, partners, field contractors and volunteers

Highly self-motivated, showing initiative and willingness to go the extra length.

Valid driver's license; use of a vehicle for work purposes

Demonstrated ability to find creative solutions to problems, to be influential and persuasive.

To apply please send a cover letter and resume to: Jessica Steiner, Conservation Programs Director, [jessica\[at\]wildlifepreservation.ca](mailto:jessica[at]wildlifepreservation.ca). **Please submit your application as a single PDF or MS word file and include the email subject heading "Herp Program Development Application"**. The application deadline is midnight (EST) April 15, 2019; no applications will be considered past this deadline. All applications will be assessed after this deadline. All applicants must be legally eligible to work in Canada.

We thank all who apply, but only those selected for an interview will be contacted.