



Position: Alberta Program Coordinator
Project: Native Pollinator Initiative
Location: Glenbow Ranch Provincial Park, Rocky View County, Alberta
Type of position: Full-time (37.5 hours /week) temporary position (12 weeks), with possibility of extension depending on funding
Anticipated start: July 1, 2019
Rate of pay: \$18 /hour, plus Mandatory Employment Related Costs
Hours of work: Flexible to suit project needs and weather conditions
Working some evenings and weekends will be required

Position Summary:

The Program Coordinator will fill a vital role within Wildlife Preservation Canada's (WPC) Native Pollinator Initiative, our mission being to monitor, conserve, recover, and manage populations of at-risk pollinator species, with a focus on declining bumble bees. The Program Coordinator's role will primarily involve conducting field work for pollinator research/monitoring projects throughout Glenbow Ranch Provincial Park and delivering and managing a focused citizen science program in the Park. This will require organizing and implementing field surveys in the Park that will, 1) determine the abundance and distribution of the Park's bumble bee species; 2) qualify the Park's various habitats/ecosystems; and 3) develop a baseline species database of other native pollinators in the Park. Other responsibilities will emphasize maintaining existing partner collaborations and the development of new ones with other like-minded organizations, and on delivering and managing all components of the Bumble Bee Watch citizen science program at Glenbow Ranch Provincial Park. The Alberta Program Coordinator will report directly to Wildlife Preservation Canada's Lead Pollinator Biologist. Given the nature of the work, a flexible schedule is required, and some weekend and holiday work will be necessary.

Major Responsibilities:

- Conduct regular presence and abundance bumble bee surveys in habitats throughout Glenbow Ranch Provincial Park (GRPP).
- Collect detailed site-level and landscape-level habitat variables in sites throughout GRPP.
- Establish a reliable species baseline database for native bees (non-bumble bees) in habitats throughout GRPP using standardized sampling techniques (pan and vane traps).

- Manage the ongoing development, implementation, coordination, and evaluation of Alberta citizen science volunteer and partner training programs.
- Provide support for BumbleBeeWatch.org in Alberta, including review and identification of photo submissions, volunteer recognition, and other activities as required.
- Ensure accurate record-keeping of all field data and input and/or review field data and citizen science records.
- Work with Lead Pollinator Biologist to prepare proposals for grant applications and other fundraising initiatives as required.
- Contribute to the production of summary reports for funders, governments, WPC (for internal and external use), landowners, and collaborators.
- Support the science communication and outreach components of the Alberta Pollinator Program (e.g., in-person presentations, print materials, online educational materials and traditional media), and provide timely content for WPC's social media efforts (e.g., blog posts) as required.

Qualifications, Skills and Experience Required:

- Minimum B.Sc. in relevant field (e.g., Biology, Environmental Science, Entomology) and 2+ years of applied experience. Additional training (e.g., diploma, M.Sc. in relevant field) an asset.
- Demonstrated knowledge and experience in ecological field research.
- Demonstrated knowledge and experience in statistical data analysis and report writing.
- Demonstrated knowledge and experience in ecology and species at-risk issues.
- Demonstrated plant and insect identification skills, with an emphasis on pollinators and pollinator-friendly plants. Bumble bee identification skills are an asset.
- Demonstrated ability to write successful grant applications an asset.
- Excellent oral and written communication skills, including the production and review of scientific and technical documents, outreach materials, and media pieces (social and traditional).
- Excellent organizational, planning, and problem-solving skills, with an ability to multi-task and perform under pressure to meet deadlines.
- Ability to work both in a team and independently.
- Proficient with the use of MS Office (Word, Excel, PowerPoint) or similar.
- Proficient with the use of social media (e.g. Facebook, Twitter).
- A driver's licence and personal vehicle, or eligibility to rent a vehicle (25+ years of age, a licence in good standing, and a valid credit card) is required.
- Valid First Aid and CPR certification is an asset.
- Physically fit and able to endure working in rough terrains, variable weather conditions, and with exposure to biting and stinging insects.

- Able and willing to work long hours and be away for multiple days at a time, including weekends.

Eligibility: This position will be funded through the Canada Summer Jobs program (<https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs.html>). To be considered for this position, candidates must meet the following requirements:

- be between 15 and 30 years of age (inclusive) at the start of employment;
- be a Canadian Citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant Ontario legislation and regulations.

To apply, please send a cover letter and resume to: Genevieve Rowe, Lead Biologist, pollinators@wildlifepreservation.ca. **Applications must be received by 11:59 pm EST, May 31, 2019.** Please submit your application as a single PDF or MS word file attachment and include in the email subject heading “WPC Alberta Program Coordinator”.

We thank you for your interest, however only individuals considered for an interview will be contacted.