

## JOB DESCRIPTION

### CANADIAN FIELD COORDINATOR LAKE ONTARIO WATERKEEPER

Waterkeeper Alliance is a coalition of 150+ grassroots environmental organizations dedicated to inspiring, empowering, and assisting ordinary citizens in the ongoing fight for clean water. There are 9 Waterkeepers in Canada: Petitcodiac Riverkeeper, Lake Ontario Waterkeeper, Ottawa Riverkeeper, Georgian Baykeeper, Fundy Baykeeper, Bow Riverkeeper, Canadian Detroit Riverkeeper, Fraser Riverkeeper, and Grand Riverkeeper Labrador.

The Canadian Waterkeepers are seeking a full-time Field Coordinator to operate out of the Lake Ontario Waterkeeper office in Toronto. The Canadian Field Coordinator will support Waterkeeper Alliance's member programs based in Canada and facilitate their working together on clean water issues. This is an exciting opportunity for a dynamic individual interested in environmental justice, communications, and networking.

The Canadian Field Coordinator will have three areas of responsibility:

#### **1. Waterkeeper networking & capacity building**

- a. Facilitating communications within the network (e.g., managing listserv, coordinating monthly conference calls, taking minutes, etc.)
- b. Participating in Waterkeeper events, AGMs, speeches (as-needed).
- c. Sharing knowledge of fundraising opportunities
- d. Administering national initiatives (e.g. Clean Water Workshop, comments on national legislation and policy)
- e. Documenting Waterkeepers' work
- f. Documenting best practices

#### **2. Waterkeeper support**

- a. Coordinating an annual regional meeting
- b. Helping Waterkeepers answer questions/find resources on legal, fundraising, programming and policy matters (Note: The Coordinator will not be an expert in these matters but can provide some assistance if local expertise is not available).
- c. Assisting Waterkeeper Alliance's representatives who are travelling in Canada.
- d. Maintaining the web site [waterkeepers.ca](http://waterkeepers.ca)

#### **3. Waterkeeper recruitment**

- a. Raising visibility of Waterkeepers in Canada
- b. Responding to requests for information from potential Waterkeepers
- c. Identifying and liaising with new candidates for Waterkeeper membership

The Canadian Field Coordinator will have the following qualifications:

- Ability to travel (may be required on weekends)
- Great people skills
- Excellent networking skills and alliance-building experience
- Excellent written communication skills
- Ability to speak to groups of people
- Ability to locate, gather and organize information
- Ability to work well independently
- “New media” skills, including basic web design, and digital photography
- A commitment to the Waterkeeper model
- A sense of humour

Comfort with the French language and experience working on the water are assets.

This is a one-year, full-time salaried position. There may be an opportunity for renewal in 2008.

Submit resume with cover letter to:

Mark Mattson  
President & Waterkeeper  
Lake Ontario Waterkeeper  
245 Queen’s Quay West  
Toronto, ON M5J 2K9  
Fax: (416) 861.0284  
Tel: (416) 861.1237  
Email: Admin@waterkeeper.ca

Please submit resumes **by 5 pm on Friday, April 13, 2007**. Candidates for interview will be contacted on Monday, April 16, 2007. Interviews will take place April 17 and 18.

Background information is available online: [www.waterkeepers.ca](http://www.waterkeepers.ca) and [www.waterkeeper.ca](http://www.waterkeeper.ca).