



Project Coordinator - Parry Sound

INTRODUCTION TO GEORGIAN BAY FOREVER

Georgian Bay Forever (GBF) is a registered Canadian charity whose mission is to protect the waters of Georgian Bay. GBF funds and conducts accredited research into water levels, water quality, ecosystems and invasive species. GBF educates the public, key economic and environmental stakeholder groups and governments at all levels on issues of environment protection and preservation of the water and natural features in Georgian Bay. To date, it has invested well over \$5 million to protect Georgian Bay.

GBF also engages in issues of importance to the broader Great Lakes region especially Lakes Michigan and Huron that, along with Georgian Bay, are all part of a single connected water body called Lake Michigan-Huron. We liaise with Canadian and US Non-Governmental Organizations (NGOs) who play a role in stewarding the Great Lakes. Our organization has produced major studies on the impacts of global warming on the ecology and economy of the Great Lakes region and other scientific studies addressing water quantity, water quality and ecosystem functions and health with accredited research institutions. Our work has been acknowledged by the International Joint Commission and by the executive committee of the Great Lakes Water Quality Agreement.

PROJECT: “Divert and Capture: The fight to keep microplastics/fibres out of our water”

Microplastics/fibres (μ -fibres) in the ecosystem are becoming an issue that the scientists and the public are expressing increasing concern about. Most μ -fibres are shed from clothing and enter the waste water stream during the washing process. They have been found in processed drinking water, manufactured products like beer and in the stomachs and tissues of a variety of aquatic creatures like mussels and fish.

GBF has embarked on a two year project in the Town of Parry Sound in collaboration with the University of Toronto. This approved project is being funded through an EcoAction grant from Environment and Climate Change Canada and GBF. The project will investigate the effectiveness of source diversions of μ -fibres in 100 or more households connected to the municipal waste water treatment system and will develop and execute volunteer coastal plastic clean-ups on the eastern shores of Georgian Bay. The project will also educate the public on the harmful effects of plastic and share ways citizens can become part of the “solution to plastics pollution”. Outreach has already started for the first phase and community members are coming forward as possible volunteer participants. The Divert &



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Capture Project Coordinator will manage this project to meet all deliverables including research objectives, budgets and timelines.

POSITION TITLE: Divert & Capture Project Coordinator

POSITION DESCRIPTION: Reporting to the Executive Director, the Divert & Capture Project Coordinator is responsible for the planning, organization and delivery of deliverable goals for this project through a variety of outreach and coordination activities in and around the community of Parry Sound and along the eastern coastline communities.

This is a two year, full-time, contract position, with the possibility of an extension.

RESPONSIBILITIES (include but not limited to):

- Commitment to the mission, mandate and values of GBF;
- Communicate effectively with volunteers and project principals through individual and group presentations;
- Build and sustain a community of engaged volunteers to participate in all project activities;
- Ensure proper setting of priorities and ensure that project work occurs within established budgets and time lines and communicate all issues or problems to management;
- Coordinate all aspects of the 'engagement' component of the project from recruitment planning through to installations and clean ups;
- Develop and deliver youth /public education opportunities, clean up workshops and attend local events;
- Assist research team with data collection, database management, analysis, and report writing as needed, specifically related to volunteer engagement and communications;
- Engage the public with both hands-on activities at events and through online communications;
- Identify opportunities for acquiring new project volunteers;
- Provide input for the GBF communications including potential project stories, video clips, photos, participant lists, activity schedules, etc.;
- Develop and execute volunteer community plastics clean-up events in various communities throughout the year;
- Work with partner organizations (other environmental orgs, municipalities, local indigenous groups, ratepayer associations) to develop and deliver on project deliverables;
- Provide administration support to report on grant;
- Other project tasks as needed.



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QUALIFICATIONS:

- University degree, college diploma or a combination of relevant experience in Community Development and/or environmental studies;
- Three years of related experience in community organizing and project management and monitoring;
- Excellent organizational skills;
- Demonstrated excellence in interpersonal skills, relationship building, communication and teamwork;
- Excellent oral and written communication skills including public speaking and strong computer skills using MS Word, Excel, Power Point, Wordpress and social media.
- Demonstrated professionalism, judgment and discretion in dealing with the public;
- Motivated, independent, creative and detail oriented;
- Ability to work unsupervised;
- A valid Driver's License and access to a vehicle is required. A valid Pleasure Craft Operator's card, boating experience, first aid and water safety skills are an asset.

COMPENSATION: Competitive salary commensurate with experience and subject to annual review and in accordance with GBF policies.

WORK HOURS: Approximately 35 hours per week. Some weekend work will be required.

WORK LOCATION: Work will be performed from home, at volunteer homes and in office facilities located in Parry Sound.

TO APPLY: If you are interested in joining our team, please forward your résumé, cover letter and salary expectations, in a single pdf, indicating "Project Coordinator" in the subject line to Georgian Bay Forever **via e-mail: ed@gbf.org**. Deadline for applications is **February 15, 2019**. We thank everyone who applies for their interest but only candidates selected for an interview will be contacted.