

Rocky Mountain Trench Natural Resources Society

Job Description and Responsibilities for Coordinator's Position

February 2018

Background:

- Founded in 1996, the Trench Society is a coalition of 11 non-government environmental, hunting, ranching and wildlife organizations working together to promote, restore and conserve the grassland and open forest ecosystems in the Rocky Mountain Trench of the East Kootenay region. The Trench Society is a registered BC society, a registered federal charity, and a partner in the Rocky Mountain Trench Ecosystem Restoration Program (www.trench-er.com).
- Member organizations are: Cranbrook Archery Club, Cranbrook Community Forest Society, East Kootenay Invasive Species Council, East Kootenay Wildlife Association, Kootenay Livestock Association, Rocky Mountain Naturalists, Southern Guides & Outfitters Association, The Land Conservancy of BC, Waldo Stockbreeders Association, Wildsight, and Windermere District Farmers Institute.

Job Description and Responsibilities:

- Position maybe contract or employee payroll based, remuneration negotiable dependent upon qualifications and experience
- Must have related natural resource qualifications and experience suitable for promoting and carrying out grassland ecosystem restoration and conservation activities
- Report directly to the Society's Board of Directors
- Responsible for all administrative, financial, technical and management activities associated with the operations of the Society and funded projects
- Liaise and cooperate with associated government agencies, First Nations, other non-government organizations, stakeholders, media and the public to carry out the goals and objectives of the Society
- Be an active participant in the Rocky Mountain Trench Ecosystem Restoration Program's ER Steering and Operations committees
- Keep Society's Board of Directors, Alternates and Member Organizations advised of projects and activities sponsored and completed by the Society

- Apply for funding for various project activities that support the Society's goals and objectives, including, but not limited to: Province of BC's Forest Enhancement Program and Land Base Investment Program; BC Hydro's Fish & Wildlife Compensation Program; Habitat Conservation Program; Columbia Basin Trust's Environment Grant Program, Ecosystems Program and Grassland and Rangeland Enhancement Program; Environment Canada's Habitat Stewardship Program; Kootenay Conservation Program; etc.
- Provide an office with equipment necessary to carry out the business of the Society in an efficient and professional manner, including, but not limited to: personal computer, printer, scanner, photo copier, internet Wi-Fi, hand held GPS, etc.
- Provide a reliable 4 wheel drive vehicle with a VHF radio with local forestry road and landing channels
- Provide guidance and support to a part-time contract Administrative Assistant