

Federation of Ontario Cottagers' Associations (FOCA)

Position: ***Assistant Lake Stewardship Coordinator***

Location: Dorset Environmental Science Centre, Dorset, ON

Term: 1-year, renewable, full-time

Start date: April 1, 2018

Background:

The Federation of Ontario Cottagers' Associations (FOCA; www.foca.on.ca) works in partnership with the Ontario Ministry of the Environment and Climate Change (MOECC) to promote stewardship and the protection of Ontario's water quality. FOCA is a non-profit, voluntary organization representing 500 Ontario cottagers' associations plus individual and corporate supporters. For 50 years, FOCA has been dedicated to supporting the interests of Ontario's waterfront property owners. This is accomplished by providing assistance and leadership to Ontario's cottager associations, to individual members, and through advocating for the long-term interests of waterfront communities.

FOCA promotes sustainable waterfront communities by encouraging positive environmental stewardship, supporting strong community leadership, and through the promotion of fair and equitable public policy.

Position description:

- 1) In collaboration with the DESC Water Chemistry Laboratory, receive incoming Lake Partner Program and related water-quality samples, verify associated sample information, catalog, coordinate and submit samples to the Laboratory to ensure an organized and controlled flow of samples;
- 2) Assist with the preparation of water-sampling kit components for new Lake Partner Program volunteers;
- 3) Promote lake stewardship through the creation of outreach and education materials, LPP newsletters and other resources; respond to questions from the public about the Lake Partner Program via phone or email; on occasion, providing support to DESC monitoring programs.

The work occurs in an office and laboratory setting, with regular hours (i.e., 36.25 hours per week). Some weekend or evening work may be involved, with compensating time off. The nature of our business is sample kit and data handling, water-chemistry data analysis and reporting, with significant amounts of time dedicated to member services, promoting lake stewardship, and public relations.

About you:

- The successful candidate will be well-organized and excel at administrative tasks and time-management;
- Minimum of a post-secondary degree or diploma in a field related to environment, ecology, or limnology;
- Background or experience in general lake ecology, lake stewardship, environmental communications, and/or environmental issues;

- Proficiency with Microsoft Office (Access, Excel, Word) and mainstream Office software and tools;
- Working competence with GIS tools (e.g., ArcGIS) and/or webpage development and/R programming language is considered an asset;
- Excellent oral and written communication skills, particularly in relation to translating and communicating scientific information for a lay audience;
- Experience working with volunteer or community groups;
- Must work well as part of a team, and independently;
- Occasional fieldwork, as required.

Please direct applications for this position by email only to:
trees@foca.on.ca with the subject line: Lake Stewardship Coordinator 2018

Deadline for applications is **February 12, 2018**

We thank all who express interest in this position; however only those selected for an interview will be contacted.