



Citizen Science Assistant & Field Technician (Environmental Program Coordinator) - Seasonal/Contract

SSEA Overview:

The Severn Sound Environmental Association (SSEA) is a community success story. At the SSEA, we are committed to ensuring exceptional environmental quality and exemplary stewardship of the Severn Sound area through sound science, collaboration and partnerships. The SSEA is a Joint Municipal Service Board under the Municipal Act that serves eight municipalities in the Severn Sound watershed area (www.severnsound.ca).

The SSEA is seeking motivated, enthusiastic individuals to be a part of our talented team to assist with the implementation of SSEA environmental monitoring programs and Citizen Science (CS) programs. Monitoring programs include tributary, groundwater, inland lake and Severn Sound open water quality sampling, benthic invertebrate sampling, and climate monitoring. Information from long-term monitoring programs supports land-use planning, environmental health reporting, and education and outreach. CS programs work to engage citizens in monitoring water quality in lakes and streams, as well as, climate and invasive species through various programs.

Position Overview:

SSEA is seeking applications for **one Citizen Science Assistant & Field Technician** to assist with duties related to the SSEA Citizen Science and the field monitoring programs and projects. This position, based in Port McNicoll Ontario, offers a 35-hour work week, with some evenings and weekends required, between the period of **April 24th, 2023** and **June 19th, 2023 (8 weeks)**, with the possibility of **extension. Position and term are dependent on funding approval.**

Status: Seasonal/Contract

Wage: \$15.75 per hour, 35-hours per week.

Main Responsibilities:

- Support delivery of SSEA Citizen Science programs to a variety of age groups, including children, youth and seniors. This includes giving out monitoring kits and providing training on proper field techniques.
- Assist with the development, design and circulation of clear and compelling communication materials (fact sheets, website and social media content, annual reports, presentations, articles, newsletters, media releases, etc.) related to the Citizen Science and other programs.
- Assist with content development and represent the SSEA at community events, stewardship initiatives, and/or training/educational opportunities.
- Seek opportunities to create awareness for and promote SSEA programs and projects, including liaising with community groups and organizations.
- Assist with volunteer recruitment and facilitating meetings, events and training sessions for community groups and volunteers.
- Assist in data management and reporting for SSEA's Citizen Science and other monitoring programs, and with disseminating results to participants and funding partners.
- Assist with file management by archiving and organizing photos, entering and graphing data, and organizing records.
- Provide support for other SSEA programs and operations as needed, including assisting with field monitoring or habitat surveys (plants/wildlife) following accepted scientific and operational procedures.
- Assist with the implementation of habitat creation/improvement projects including coordinating volunteers (e.g., children, youth, adults) to assist with site preparation and planting activities.

- Become familiar with identification and biology of local plants and animals.
- Become familiar with the principles of field work (e.g., accurate data recording, use of technical equipment, record keeping etc.).
- Participate in weekly meetings and write a final report, summarizing project activities and accomplishments.
- Develop computer skills utilizing tools such as Microsoft Excel, Word, Power Point, Outlook, and Google Drive.

Duties will be modified to comply with COVID-19 safety protocols as outlined by the Simcoe Muskoka District Health Unit and provincial restrictions. Staff will be required to work remotely when possible and/or necessary.

Qualifications and Key Skills:

- College and/or university education in natural resources management, environmental science, biology, ecology, or a related area of study, combined with relevant experience in environmental monitoring, management, and outreach.
- Knowledge of the principles of field work, such as accurate data recording, use of technical equipment, and record keeping.
- Ability to comfortably work on water and land, in all types of weather.
- Comfortable working in and around boats/water, ability to lift heavy objects, and endurance to stand and walk for long periods of time.
- Ability to think creatively when problem solving.
- Ability to work independently and as part of a team, working collaboratively with SSEA staff and volunteers.
- Reliable and willing to work a flexible schedule (overtime, evenings/weekends).
- Excellent computer skills, including applications such as Zoom, Word, Excel and PowerPoint.
- Ability to work with volunteers of all ages.
- Strong interpersonal and communication skills (written and verbal)
- Detail-oriented with strong organizational skills.
- Valid Ontario Driver's License (Class G).
- First Aid and CPR certification, WHMIS, Ontario Benthic Biomonitoring Network (OBBN) certification, and Canadian Pleasure Craft Operators Licence along with boat driving experience considered assets.
- Knowledge of problem invasive species in the Severn Sound watershed, including identification of plant, fish, invertebrate and pathogenic invasive species considered an asset.
- Must be 30 years of age or under, as of contract start date.

SSEA offers comprehensive health and safety training.

Submission Information:

Qualified candidates are invited to submit a resume and cover letter demonstrating how you meet the position requirements. Resumes and cover letters submitted via email must be in word or PDF format and include "**Citizen Science Assistant & Field Technician (Seasonal/Contract)**" in the subject line.

Applications will be accepted until the position is filled. Resumes and cover letters should be submitted, preferably electronically, and be clearly marked to:

Human Resources
 Severn Sound Environmental Association
 489 Finlayson St
 PO Box 460
 Port McNicoll ON L0K 1R0
 Email: sseainfo@severnsound.ca

We thank all applicants for your interest in the Severn Sound Environmental Association. **Only those candidates selected for an interview will be contacted.**

The Severn Sound Environmental Association is committed to a barrier-free recruitment and selection process. Please inform us should an accommodation be required at any point in the recruitment process. Information received relating to accommodation needs of applicants will be addressed confidentially. Personal information collected will only be used for candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act R.S.O., 1990, c.M.56.