

COMMUNICATIONS AND RESEARCH COORDINATOR

Location: Kelowna, BC

Application Deadline: November 13, 2009

Terms: Full time, term position, expiring March 31, 2012, with possibility of extension

Information:

The Okanagan Basin Water Board (OBWB) is a local government organization with water management responsibilities throughout the Okanagan Valley. The purpose of the OBWB is to provide leadership to protect and enhance quality of life in the Okanagan Basin through sustainable water management. The overall objective of the organization is to meet the collective needs of Okanagan citizens for long-term sustainable water supplies by undertaking strategic projects and programs that support member jurisdictions in meeting their own water management goals.

The OBWB is governed by a Board that includes political representatives from each of the three Okanagan Regional Districts who meet monthly. The Board is supported by an advisory Okanagan Water Stewardship Council (OWSC) made up of water professionals and partners from government and non-government sectors.

We are seeking a highly motivated individual with excellent verbal and written communication skills and strong organizational skills to fill the position of Communications and Research Coordinator. The Coordinator reports to the Executive Director and works closely with the Water Stewardship Director supporting the Water Management Program.

The OBWB offers a complete benefit package. This position will be of interest to persons earning in the range of \$48,000 to \$52,000 per annum. Actual salary will be dependent on qualifications.

Duties and Responsibilities:

The role of the Communications & Research Coordinator is to increase the effectiveness of the organization by improving communication within the OBWB and between the OBWB and the community at large and to support the activities of the Okanagan Water Management Program.

The position includes but is not limited to the following functions:

- Assists with administrative support to the Water Management Program as needed.
- Prepares meeting agendas.
- Acts as recorder for the OBWB, the OWSC and other committees and meetings as required, providing minutes and transcripts of meetings.
- Manages the OBWB's community outreach strategy and action plan.
- Assists in developing and implementing communication strategies and outreach materials, including press releases, the monthly Board Report, and the Annual Report.

- Assists with facilitating meetings and workshops.
- Writes and edits website material, monitors media for information relevant to OBWB programs.
- Edits technical reports.
- Assists in preparing correspondence to agencies and individuals.
- Conducts research to support water management projects and programs.
- Provides technical and field assistance to OBWB programs as necessary.
- Represents the OBWB at technical meetings and gives presentations as necessary.
- Provides project management support.

Qualifications:

- Post secondary training in communications, public relations, or a related field or post secondary training in environmental science with extensive communications, education, and outreach experience.
- Strong track record of writing and editing a range of materials from technical memos to reports to press releases.
- High level of proficiency with Microsoft Office programs.
- Strong interpersonal skills and ability to build relationships with organization partners and stakeholders.
- Experience with supporting communications for senior management. Ability to exercise confidentiality and discretion.
- Ability to work independently and handle multiple tasks.
- Experience with Adobe Acrobat Professional.
- Experience in website content management an asset.
- Experience in social marketing and the delivery of education and outreach programs an asset.
- Valid Class 5 Drivers Licence.
- Willingness to travel within Okanagan Valley. Travel will be day trips only but may involve extended hours of work.

Personal Strengths and Goals:

We are seeking a person who has strong communication skills, written and spoken. You excel in a team environment, take the initiative on projects, are always looking to learn and have excellent interpersonal skills. A background in water or environmental science is an asset but not required.

Please submit your resume and covering letter by 4:00 p.m. on November 13, 2009 to:

Okanagan Basin Water Board
 1450 KLO Road
 Kelowna, BC V1W 3Z4
 Attention: Genevieve Dunbar, Office and Grants Administrator

Applications submitted by email to genevieve.dunbar@obwb.ca are acceptable.

Additional information about the OBWB may be obtained from our website, www.obwb.ca, or from Genevieve Dunbar, at 250-469-6270 or email genevieve.dunbar@obwb.ca.