



St. Lawrence River remedial action plan

Position: Remedial Action Plan Coordinator for the St. Lawrence River (Cornwall/Akwesasne) Area of Concern

Role: The Remedial Action Plan (RAP) Coordinator has a central role in facilitating and supporting the local activities of the St Lawrence River (Cornwall) Restoration Council and its workgroups including engaging Cornwall and Area and Akwesasne communities in RAP activities and communicating progress on the RAP through a wide variety of outreach strategies.

Duties:

The Coordinator will carry out the following duties:

- Provide a local point of contact to coordinate implementation and stakeholder involvement in the St. Lawrence River RAP process.
- Provide coordination and administrative support to the St. Lawrence River Restoration Council and its working groups by planning meeting logistics and preparing agendas, minutes and other products as required.
- Prepare budgets and proposals for funding activities to be undertaken to implement the annual work plan for the St. Lawrence River (Cornwall) RAP.
- Provide research and analytical support and expertise related to the status of Beneficial Use Impairments (BUIs) in the St. Lawrence River Area of Concern by collecting, organizing and summarizing data and information generated by agencies and other contributors.
- Coordinate communications and outreach activities to support community engagement in Remedial Action Plan initiatives, and create awareness of the progress toward restoring beneficial uses.
- Work closely with the Mohawk Council of Akwesasne Environmental Program to facilitate an exchange of science and traditional ecological knowledge concerning the St. Lawrence River Area of Concern.
- Liaise and support engagement with the Akwesasne community, including developing Akwesasne-focused communication materials.
- Support communication activities for the Cornwall Sediment Strategy with the general public and provide regular reports to project partners, the general public, property owners and others about the strategy.
- Other coordination duties as may arise from time to time.

2. Other related outreach duties:

- Coordinate RAP related Community Outreach activities and events including special events and presentations (fairs, festivals, displays)
- Maintain and provide content to support the RAP website (<https://stlawrenceriverrap.ca/>)
- Support other approved events identified in the annual work plan or that may arise from time to time.

3. Administrative and Financial duties:

- Work with River Institute Administration Office to manage the RAP Office within its allotted budget and ensure conformance with internal and external agency purchasing and disbursement policies
- Prepare and provide progress and financial reports to the funding agencies as required.

STATEMENT of Qualifications

The ideal candidate is a creative, goal-oriented and self-reliant individual with the following background:

- University degree in environmental sciences or studies, natural or applied science program. Candidates with a college diploma in environmental sciences and multi-year experience and demonstrated success in delivering environmental or technical programming will also be considered.
- Experience in planning, organizing and administering a multi-agency/stakeholder team or committee.
- Demonstrated experience working with and engaging the Akwesasne community.
- Strong interpersonal skills and proven ability to work with a range of stakeholder groups, independently and as a member of a team
- Strong report writing and verbal communication skills for both technical and public-oriented audiences
- Advanced computer skills and experience using social media and other technology-based communications tools. In particular, the candidate should have extensive knowledge of MS Office based software products (Word, Excel, Powerpoint and MS Teams). Experience with some or all of the following is valuable:
 - CANVA and similar graphics software,
 - geographic information systems (GIS), and
 - website management and development.
- Applicants must have a valid driver's license.

Employment Conditions:

- The candidate is expected to work both on location at the River Institute (Cornwall, Ontario) and remotely (i.e. home office) in accordance with organizational COVID protocols.
- The candidate may be required to attend off-site meetings, including frequent travel to Akwesasne and on occasion to locations in the United States.
- Work outside of regular office hours (evenings and weekends) may be occasionally required.

Wage and Employment Conditions:

This is a full-time contract position with an anticipated start date of 16th Nov, 2020 or thereabouts, and ending Mar 31, 2022 with an hourly rate of \$25.59 to 30.60 per hour (35 hours per week) based on background and experience.

Reports to: Executive Director

Interested candidates should email applications to info@riverinstitute.ca , indicating RAP Coordinator Position in the subject line. Please submit a cover letter describing your interest and suitability for the position together with your CV by Nov 1st, 2020:

The St. Lawrence River Institute of Environmental Sciences is a not-for-profit, non-governmental organization dedicated to research, education and community action on large river ecosystems. More information at www.riverinstitute.ca