



**WOOD BUFFALO
ENVIRONMENTAL ASSOCIATION**

Job Posting – Environmental Monitoring Program Coordinator

Wood Buffalo Environmental Association

The Wood Buffalo Environmental Association (WBEA) monitors the environment of the Regional Municipality of Wood Buffalo in north-eastern Alberta. Our environmental monitoring work is the most integrated and intensive focus on air and terrestrial monitoring in any one area, anywhere in Canada. The WBEA is committed to reporting accurate and timely high-quality data from our ambient air, deposition, and odour monitoring programs to ensure regional stakeholders have the information they need to make informed environmental decisions.

The Role

The WBEA is seeking a full-time Environmental Monitoring Program Coordinator to join our team. The Coordinator will be required to provide administrative support to the WBEA's environmental monitoring programs, including the Ambient Air Monitoring program, the Odour Monitoring program, the Deposition Monitoring program, and the Data team. The Technical Program Coordinator will be responsible for preparing for and organizing the WBEA's Technical Committees which oversee the monitoring programs, including the Ambient Air Technical Committee, the Odour Monitoring Program Committee, and the Terrestrial Environmental Effects Monitoring Committee. Applicants should have a university degree, diploma, or relevant experience in a related discipline, be excellent communicators, and be committed to team success.

Position Responsibilities

Reporting to our Operations Manager, you will:

- Support the monitoring programs with the development and implementation of internal project plans
- Help with contract development, including initial correspondence, creating contract scopes, and following up on reporting requirements with contractors and vendors, as required
- Be responsible for organizing the WBEA's Technical Committee meetings, including coordinating with committee Chairs, and preparing the agenda, presentation, meetings minutes, and other meeting materials
- Work with the Operations Manager and Stakeholder Engagement Coordinators to compile and organize information about the programs for WBEA members, stakeholders, and partners
- Assemble and distribute annual workplans, and monthly and quarterly progress reports to Technical Committees, the Governance Committee, the General Members, and WBEA funders
- Perform various other duties as required.

Qualifications:

- We are open to considering a wide-variety of university degrees and diplomas for this position including environmental science, atmospheric science, communication, or relevant work experience
- Superior written communication skills are required, including the ability to understand and translate technical knowledge into plain language
- Computer proficiency, including being adept with higher functions in Word, Excel, and PowerPoint
- Project and program management experience, including planning, organizing, execution, reporting, monitoring, and evaluation, is preferred
- Be exceptionally organized and able to meet strict timelines
- Demonstrated success working in a collaborative team environment
- Professionalism, critical thinking, and interpersonal skills
- Building and maintaining relationships with multiple parties, internal and external stakeholders
- Ability to carry out duties in a timely and accurate fashion



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- Valid Class 5 Driver's license and a clean driving record

Schedule: Full-time, 40 hours per week at eight (8) hours per day from Monday to Friday. Overtime may be required occasionally, depending on operational needs.

Employment Status: Full-time, permanent

Salary: \$72,000.00 - \$96,000.00

Work Location: Fort McMurray, Alberta

Pre-Employment Requirements:

- Drug & Alcohol testing
- Valid Class 5 Driver's license, a clean driving record, and the ability to travel throughout the Regional Municipality of Wood Buffalo
- Criminal record check
- Record of full COVID-19 vaccination status

For more information, visit: <http://www.wbea.org>

Application Instructions: Please submit a **resume and cover letter** that outlines why your skills, experience, and personality would make you an excellent candidate for this full-time permanent role at the WBEA. Please apply here: <https://www.fitzii.com/apply/75880?s=fc>

Application Deadline: Posting will remain open until filled.

We thank all applicants for their interest. Only those selected for an interview will be contacted.