



Peninsula Streams and Shorelines
9860 West Saanich Road
North Saanich BC, V8L 4B2
www.peninsulastreams.ca

Administrative and Stewardship Coordinator

Peninsula Streams & Shorelines is a charitable non-profit organization that is located in North Saanich at the Institute for Ocean Sciences. Peninsula Streams & Shorelines (PSS) restore and protect aquatic ecosystems throughout Greater Victoria. Our goal is to achieve healthy aquatic habitats that support self-sustaining populations of native species in freshwater and marine environments using a watershed "Headwaters to Deepwaters" approach. On-going programs include: enhancement of fish passage, restoring salmon stocks, stream and beach monitoring restoration as well as a variety of educational and stewardship programs. Peninsula Streams & Shorelines is an important and highly respected environmental advisory body known throughout Vancouver Island. The organization offers numerous volunteer opportunities and volunteer members are an integral part of the organization.

Peninsula Streams & Shorelines is seeking a dynamic **Administrative and Stewardship Coordinator** to join and support our team of environmental professionals.

As well as general office tasks including light bookkeeping, the Administrative Coordinator is responsible for communication activities including newsletters, responding to inquiries from the general public and stakeholders, preparing funding proposals, grant reporting, coordinating volunteers, organizing events, supporting and coordinating educational programs and other related duties.

The successful candidate will possess a variety of skills such as competency in office software programs supported by post-secondary education in office or business administration. A high level of professionalism and maturity, ability to work independently as well as part of a positive team environment, along with excellent organizational skills is essential. In addition, at least 2 years previous experience working in a similar environment is preferred. Ideally, the successful candidate will also possess post-secondary in Environmental Science or a related program and/or have a passion for environmental concerns.

This is a full-time position of 37.5 hours per week and offers a competitive salary and benefits. Arrangements for less than full time employment can be made for the right candidate.

Please submit your cover letter and resume, including references, in **one PDF file**, to: Ian Bruce, Executive Coordinator 250-888-2191, ian.bruce@peninsulastreams.ca

For further information about Peninsula Streams & Shorelines visit our website: www.peninsulastreams.ca