

Program coordinator job posting

Location: Kingston/Frontenac County (based at Hearthmakers Kingston office)
Term: 8 months (possible extension), 30 hrs/week, start ~ March 17th, 2008
Salary: \$16/hour + bonus (per site visit)

Hearthmakers Energy Co-operative is seeking a **Well Aware Program Coordinator**. The successful candidate will coordinate, market, and deliver a rural water quality protection project to include outreach and education to rural residents, and general distribution of information on rural water protection. Candidate will also be trained to deliver site assessments in the region. There is a potential for contract extension to help coordinate the ecoENERGY program in the fall/winter.

The successful candidate will:

- coordinate all aspects of the Well Aware Program
- conduct effective community outreach
- develop and maintain community partnerships
- attract on-going media coverage
- speak to community groups about well stewardship
- host displays at community events
- organize promotional events
- manage bookings and scheduling of the guided self-assessments
- attend Water Guide training March 31- April 4
- deliver approx 50 site assessments in the region
- submit written reports as required

Preferred skills and assets:

- experience coordinating a public education/marketing campaign
- general knowledge of water protection issues as they pertain to the rural resident
- familiarity with local area and customs and issues concerning water use and treatment
- excellent verbal and written communications skills
- good computer skills (spreadsheets, etc)
- ability and ease making public presentations and media interviews
- experience organizing community events
- commitment to a clean, healthy environment

The successful candidate will provide:

- reliable transportation to and from community events, site visits and meetings at rural locations (mileage will be reimbursed)

Submit covering letter and resume by 5pm Tues, March 4 to Steve Walker at swalker@hearthmakers.org, or fax to 613-547-4228