



# WINTER RIVER - TRACADIE BAY WATERSHED ASSOCIATION

Supporting The Watershed,  
So It Can Support You

## **We're Hiring!**

### **Position: Watershed Coordinator**

**Full-time position at 40 hours per week**

**Salary range of \$28.31 to \$32.51 per hour + 4% vacation pay**

**Eligibility for group insurance and RRSP plan**

**Expected start date June 1, 2026**

The Watershed Coordinator acts under the authority of the WRTBWA Board in directing staff, or when speaking on behalf of the WRTBWA. Key duties:

#### **Planning**

- Coordinate all aspects of watershed planning and enhancement as directed by the Board.
- Seek funding opportunities where the mandate of the fund aligns with at least one of the strategies from our Watershed Management Plan and complete required reports.

#### **Field Operations**

- Supervise all field activities as outlined within contracts with funding partners and ensure sufficient data is collected to report on these activities.
- Deliver results on Watershed Management Plan goals, objectives, and strategies through field operations.
- Supervise and complete prescribed activities such as fish habitat enhancement, tree planting and data collection.
- Enforce safety rules in the use of equipment in field operations, and follow public health guidelines.

#### **Administrative Management**

- Prepare monthly and annual reports as required by the Board, including the monthly coordinator's report, the monthly scorecard report and annual financial reports and attend Board and committee meetings.
- Administer financial management and payroll under the supervision of the Treasurer, with assistance from the Program Manager.
- Maintain appropriate financial, personnel, and inventory records.
- Recruit and manage staff in accordance with applicable provincial and federal legislation.
- Abide by the bylaws and policies of the WRTBWA.

## Communications

- Communicate WRTBWA activities to watershed residents through social media, newsletters, media relations, and/or any other medium deemed to be useful.
- Work with landowners and residents to promote activities.
- Organize educational and outreach events.

A detailed job description can be found at the following link: [www.wintertracadie.ca/coordinator-job-description](http://www.wintertracadie.ca/coordinator-job-description) and information on the WRTBWA can be found on our website at [Winter River - Tracadie Bay Watershed Association - WRTBWA](http://www.wintertracadie.ca/Winter-River-Tracadie-Bay-Watershed-Association-WRTBWA). Interested candidates must forward a cover letter, résumé and three professional references to Dwayne McNeill, Chair of the WRTBWA, at [dwaynejmcneill@gmail.com](mailto:dwaynejmcneill@gmail.com) before 4:00 pm on March 13, 2026.