LICA
ENVIRONMENTAL STEWARDS
Lakeland Industry and Community Association

EMPLOYMENT OPPORTUNITY

Environmental Coordinator

Lakeland Industry and Community Association (LICA) is pleased to invite applications for a full-time temporary maternity leave term position for its **Environmental Coordinator.** The position is full-time, up to 40 hours per week for a term of up to 78 weeks. This position is to be filled immediately.

The Environmental Coordinator is responsible for the delivery of environmental programs within the LICA region, with a particular focus on watershed programs and alignment with the Water for Life Strategy. Wage will be determined based on experience and qualifications.

KEY RESPONSIBILITIES:

1. Strategic Development

- Along with LICA staff, develop the Strategic Plan and Annual Work Plans.
- Implement strategies identified in the Board-approved Annual Work Plans.
- Support the preparation of the Watershed Planning and Advisory Council (WPAC) grant application and execution, along with the associated reporting, as needed.
- Seek additional funding and lead the preparation and execution of other grant applications, along with associated budgets and reporting, for Board-approved projects.
- Contribute to the development of the Strategic Plan budget.
- Make recommendations to the Board of Directors on continuous improvement of environmental programs.
- With the Executive Director, be aware of and plan for emerging issues, initiatives, and technologies.
- Liaise with other stakeholders and partners on technical and project levels.
- Evaluate environmental management program effectiveness, efficiency, and contractor performance. Routinely report back and make recommendations as needed to the Board of Directors.

2. Environmental Program Operations

- Along with LICA staff, be responsible for the execution of the WPAC Annual Work Plan and day-to-day operations.
- Participate in provincial WPAC meetings, conferences, and summits, as required, and represent LICA as the WPAC Manager for the Beaver River Watershed, as delegated.
- Manage the execution of Board approved projects once funding is secured.
- Manage the implementation of the Integrated Watershed Management Plan (IWMP) for the Beaver River Watershed including:
  - Plan, coordinate, and facilitate LICA Watershed Committee meetings, including annually reviewing and amending committee Terms of Reference, drafting meeting agendas, and working collaboratively with the Committee Chair.
  - Plan, coordinate and deliver IWMP implementation projects and programming.
  - Provide updates annually on IWMP implementation.
- Attend and provide technical expertise at LICA's Committees, as required.
- Develop (Memorandum of Understanding) MOU, contracts, and procedures/protocols for the hiring and management of contractors to assist with program implementation.
- Ensure operations are within the scope of program work plans and budgets.
- Support the ALMS LakeWatch program.
- Attend conferences/workshops, as directed.
- Attend LICA Board Meetings.
- Participate in Watershed Stewardship Groups, as directed.
- Provide direction to temporary employee(s), as required.
- Develop strong professional relationships with new and existing partners.
- Conduct fieldwork, including sampling for LICA's early detection monitoring program for aquatic invasive species, and assessments, as required.
- Lead the development of projects and programming in alignment with the WPAC Mandate and Roles Document (MRD) with the Government of Alberta.

3. Education and Outreach

- Support the Education & Outreach and Community Outreach Coordinators in planning, coordinating, facilitating, and delivering environmental education and outreach programs.
- Develop, create, and maintain community programs, events, and workshops.
- Assist with the development of brochures, newsletters, and other publications.
- Contribute to the preparation of the Annual Report.
- Assist with the planning and delivery of the Annual General Meeting and Open Houses.
- Provide content for social media and website updates.
- Develop and execute release strategies for project reports.

QUALIFICATIONS:

- Degree in Environmental Sciences, or a related field (geography, biology, forestry)
- At least two years' experience in environmental program coordination and/or project management
- Experience with budget management.
- Strong organizational, communication, and public speaking skills.
- Ability to multi-task and meet required deadlines.
- Strong computer skills, using Microsoft Office and Outlook.
- Self-motivated and well-developed research skills.
- Flexible and able to work independently.
- Valid Driver's license
- Access to a reliable vehicle and the ability to travel throughout the LICA region (Travel will be required for this position, with mileage reimbursement)

CONSIDERED ASSETS:

- Experience working and/or volunteering in the non-profit sector

For more information about LICA, visit www.lica.ca or call us at (780) 812-2182.

To apply, please submit your resume and cover letter to LICA by January 25, 2026:

Lakeland Industry & Community Association (LICA)
Attention: Kristina Morris, Executive Director
P.O. Box 8237
Bonnyville, AB T9N 2J5
Email: lica2@lica.ca
(Quote "Environmental Coordinator Application" in the subject line)

We thank you for your interest. Please know that only applicants chosen for an interview will be contacted.

Lakeland Industry and Community Association

EMPLOYMENT OPPORTUNITY

Summer Student

Lakeland Industry and Community Association (LICA) is seeking a qualified secondary student to fill an exciting and dynamic Summer Student position! This position offers a negotiable start date and is expected to commence in May or June 2026. The role has a duration of up to 14 weeks and a maximum workload of 40 hours per week.

The Summer Student is responsible for assisting the Program Coordinators in improving, developing, and delivering environmental education programs, campaigns, and carrying out environmental stewardship initiatives within the LICA region.

KEY RESPONSIBILITIES:

1. **Assist in the planning, coordination, and facilitation of:**
    - Environmental education and outreach initiatives, including:
        - Summer youth programs
        - Citizen Science programs
        - Keep Our Lake Blue Campaign
        - LICA's Riparian Health Campaign
        - Shoreline clean-ups
        - Other education and outreach activities, such as community events and workshops
2. **Projects:**
    - Assist with specific LICA projects, including:
        - Bonnyville Community Garden and Compost
        - Developing biodiversity educational materials
        - Assist with the development of Social Media content
        - Supporting the Alberta Lake Management Society LakeWatch Program
        - Other watershed management programs and field work, as required
3. **General:**
    - Adhere to all Board policies and procedures, including specified deadlines
    - Attend meetings as requested
    - Assist with other office support as required
    - Provide direction to volunteers as required

QUALIFICATIONS:

- Secondary, College, or University Student
- Experience working with youth and children
- Strong interpersonal, communication, and presentation skills
- Strong organizational skills and the ability to coordinate multiple initiatives
- Strong computer skills, using Microsoft Office and Adobe
- Self-motivated and passionate about the environment and education
- Innovative, creative, and enthusiastic
- Ability to work well with a team and independently
- Ability to accommodate evening and weekend commitments as needed
- Valid Class 5-GDL Driver's license and access to a reliable vehicle
  (Travel will be required for this position with mileage reimbursement)

CONSIDERED ASSETS:

- Experience working/volunteering in the non-profit sector
- Knowledge in Environmental Studies

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