



SUMMER JOB POSTING

Title: Pollution Hotline Coordinator
Reports to: The Riverkeeper
Status: Full-time Summer Student
Location: Ottawa

OVERVIEW:

Ottawa Riverkeeper brings people together to protect and promote the ecological health and diversity of the Ottawa River and its tributaries. Expert and independent, our organization advocates for responsible decision-making; advances public education and participation; and ensures compliance with protective regulations throughout the watershed.

Ottawa Riverkeeper is a licensed member of Waterkeeper Alliance, an international coalition of grass-roots water protection organizations headed by renowned conservationist Robert Kennedy Jr. There are 172 Waterkeeper organizations working around the world to defend their local river, lake or bay.

We seek an outgoing individual with excellent communication skills to join our team this summer. This position is funded by HRDC. To be eligible; you must be a post-secondary student, between the ages of 15 and 30 and planning to return to full-time school in the fall. The successful candidate will work 35 hours per week for 12-16 weeks. The job will commence June 2, 2008 or as soon as a suitable candidate is found. Evening meetings and some weekend work may be required.

RESPONSIBILITIES:

- Respond to pollution hotline calls and emails
- Document all issues being brought forward to the Riverkeeper
- Investigate and research each issue
- Follow-up with appropriate regulators as well as individuals filing the concerns
- Take photographs and water samples as required for investigative purposes
- Write material for newsletter and website
- Attend public meetings and events

KNOWLEDGE & SKILLS:

- Strong communication skills (oral and written)
- Bilingual (English and French)
- Experience in environmental advocacy or investigative journalism
- Ability to locate, gather and organize information
- Ability to talk to members and the general public with enthusiasm and professionalism
- Excellent written communication skills, ability to write concisely
- Ability to manage own workload without close supervision and work independently
- Computer skills: Word, Excel, PowerPoint, Internet, Email
- GIS mapping skills an asset
- Knowledge of river related issues an asset
- Creative mind and sense of humour an asset

WORKING CONDITIONS:

- Mostly office environment with some outdoor river related activities
- Travel to public meetings and festivals in the watershed
- Must be available for some weekend and evening work
- Position provides ample opportunity for professional growth across a broad skill set.

APPLICATION PROCESS:

Please submit your resume and cover letter by email (preferred) to: keeper@ottawariverkeeper.ca.

Or by snail mail to:
Meredith Brown, Ottawa Riverkeeper
P.O. Box 67008, 421 Richmond Rd.
Ottawa, ON K2A 4E4

DEADLINE: May 9, 2008

We thank all applicants for their interest, but advise that only those selected for interviews will be contacted.