



## POSITION DESCRIPTION

**Position Title:** Project Coordinator and Research Intern  
Watersheds & Water Resources Program

**Salary:** \$19.50/hr + 4% vacation pay  
**Term:** September 15, 2015 – March 15, 2016 (30 hrs/week)  
**Location:** Vancouver, BC  
**Closing Date:** 5:00 pm, August 17, 2015

Are you looking for an exciting early-career opportunity within BC's not-for-profit sector? The Fraser Basin Council is seeking a Project Coordinator to join the Watersheds and Water Resources team for six months beginning this fall.

**This entry-level position is ideal for a recent post-secondary graduate and will assist in the development and delivery of key research to inform sustainable urban development and water management practices in British Columbia.**

As this position is partially funded by Environment Canada's Science Horizons Program, the successful candidate must meet these program criteria:

- Be under 30 years of age
- Be a Canadian citizen, permanent resident or person granted refugee status in Canada and therefore legally entitled to work in Canada
- Not be in receipt of Employment Insurance during the internship and not have previously had an internship funded through the Career Focus stream of the federal government's YES program.

### Summary of Essential Job Functions

The key role of the Project Coordinator & Research Intern is to plan, research and compile a series of research papers that clearly identify innovative and effective examples of low-impact and regenerative urban development in British Columbia and the US Pacific Northwest region.

The Project Coordinator & Research Intern will assist with communications and outreach for Salmon-Safe BC, with particular emphasis on urban certification activities. This may include event planning, grant writing and logistical support for site assessments. Additional research and project coordination duties within the Watersheds program may be assigned as required.

This internship is well suited to a graduate student with a multi-disciplinary background in environmental science or engineering, urban planning or water management.

## Preferred Qualifications and Requirements

- An academic background in Science, Technology, Engineering or Math (STEM) is preferred. Preference will be given to a graduate student holding a university or college degree in one or more of the following: community, regional or land use planning; environmental engineering; environment and resource management; biology or geography
- Knowledge and understanding of planning and development processes, including provincial, regional or local development bylaws and regulations
- Understanding of watershed management and the urban hydrological cycle, including impacts of urbanization on the natural environment and regional flood hazard management
- Excellent research, writing and communication skills. Candidates with previous project coordination and administration experience will be preferred.
- Ability to take initiative and manage time to complete delegated tasks efficiently with minimal supervision
- Willingness to travel within the Lower Mainland and other areas of BC and to work occasionally evenings or weekends.

## To Apply

Please email your resume and a short cover letter outlining your experience and qualifications for this position no later than **5:00 pm on August 17, 2015** to:

Amy Greenwood  
Assistant Manager, Watersheds and Water Resources Program  
**E: [agreenwood@fraserbasin.bc.ca](mailto:agreenwood@fraserbasin.bc.ca)**

*The Fraser Basin Council thanks all applicants in advance for their interest in this position, but only those selected for an interview will be contacted.*

## About the Fraser Basin Council

The Fraser Basin Council is a non-profit society that brings people together to advance sustainability in the Fraser River Basin and throughout British Columbia.

Visit us at [www.fraserbasin.bc.ca](http://www.fraserbasin.bc.ca).