

# Margaree Salmon Association – Employment Opportunity

JANUARY 2020

The Margaree Salmon Association (MSA), established in 1982, is a volunteer non-profit organization dedicated to the CONSERVATION, PROTECTION and ENHANCEMENT of salmon & trout and the Margaree watershed. MSA is seeking to hire an individual to coordinate the many activities required to honour our mandate. The ideal candidate will have a background in both Business Administration and Environmental Science and enjoys nature and the outdoors.

*"Margaree is a rural community located on the west coast of Cape Breton Island, a number one travel destination. The Margaree River is a heritage river, and the Margarees are located 20 minutes from the Town of Inverness, 20 minutes from the historic village of Baddeck, 30 minutes from the C.B. Highlands National Park and Acadian village of Cheticamp and 40 minutes from the Mi'kmaq community of Wagmatcook. It is a linguistically diverse community that celebrates the Mi'kmaq, Acadian and Celtic Heritage. It is ideally located near world-class golfing, kayaking, hiking and birding."*

## **Coordinator/Administrator responsibilities, under the direction of the MSA Board of Directors (BOD)**

- Manage all office administrative activities and monitor MSA communications including social media.
- Prepare and submit proposals to potential funding sources which allow the MSA to conduct projects and activities within the Margaree Watershed
- Prepare and submit final documentation required by the partners who have supplied funds to support our conservation/habitat activities (Adopt-a Stream AAS, Recreational Fisheries Conservation Partnership Program RFCPP and Atlantic Canada Opportunity Agency ACOA for example)
- Coordinate and participate in our annual DINNER/AUCTION fund raising activities.
- Prepare articles for the MSA newsletter, photos and videos for the MSA Facebook page, and various presentations & reports.
- Enter data describing all watershed habitat restoration activities into the MSA database including GPS coordinates and photographs of structures.
- Mentor/supervise a summer student.

## **Qualifications**

- Degree or certificate in Business Administration, Environmental Science or related field.
- 1-3 years' experience in a related field could be considered as education
- Valid driver's license and access to vehicle

## **Assets**

- Familiarity with GPS and mapping software (ie. BOOTCAMP)
- Familiarity with MSA historic and recent activities as shown on MSA website & Facebook.
- Understanding of watershed/aquatic ecology

## **Personal Suitability**

- Ability to work independently as well as in a team environment
- Gets along well with others
- Term beginning May 2020 for 6 months, with possible extension

**Salary:** \$750 weekly (37.5 hours per week in the MSA office/Margaree Watershed is expected)

**Please submit resume to  
margareesalmon@gmail.com**

*Unsuccessful applicants may not be contacted.  
Competition will end when successful candidate found.*