Job Posting: BC Nature Important Bird Area Coordinator

BC Nature is seeking a part-time coordinator to manage the Important Bird Areas Caretaker Network in British Columbia. This position requires a keen worker with an interest in birds and the environment, and excellent written, verbal and electronic communication skills.

**Background**

The Important Bird Areas (IBA) program, a global initiative of BirdLife International, monitors and conserves a network of >11,000 of the world’s most important places for birds and biodiversity. The program is implemented by national partners in the BirdLife alliance - Bird Studies Canada and Nature Canada in Canada. The national partners are strongly supported by the network of affiliated provincial organizations - BC Nature in British Columbia - and a network of volunteer Caretakers, who are the eyes, ears and hands on the ground at IBAs. IBAs are an increasingly important conservation tool, and to maximize their utility, BC Nature and Bird Studies Canada are updating the technical information associated with the 82 IBAs currently designated in British Columbia (see http://www.ibacanada.ca).

**Qualifications**

- Familiarity with birds and their habitat use in BC, particularly waterbirds and species at risk
- Excellent communication skills, with the ability to write clearly for both a technical and lay audience and deliver engaging presentations to a variety of audiences
- Experience fundraising, managing grants, developing workplans and setting budgets, tracking expenses and reporting to grant organizations
- Experience training, managing, supporting and communicating with a large network of volunteers
- Computer skills particularly proficiency with MS Excel/databases and data manipulation, knowledge of online bird sightings databases (e.g. eBird, Breeding Bird Atlas, Nature Counts, Christmas Bird Counts), and experience with GIS and mapping tools.
- Ability to work independently with minimal supervision to meet deadlines
- Awareness of the Important Bird Areas program and Caretaker Network an asset

**Duties**

- Support our 50 volunteer IBA Caretakers by phone, in person and through in person and web-based workshops (may require travel) and recruit replacements as necessary
- Write grant applications to raise funds for priority projects and activities, as outlined in annual work plans, and manage grants, including tracking expenses and writing final reports
- Write articles for the quarterly BC Nature magazine, develop and distribute an annual printed IBA newsletter, regularly update the BC Nature IBA webpages, and send out occasional IBA eNews on Caretaker activities
• Undertake review of online site summaries as directed by the IBA Program technical committee team. This review includes updating site summaries (compiling bird data, writing text for updates, and revising IBA boundaries); (may require travel)
• Organize and facilitate meetings (in person and by Webex), including developing agendas and taking/circulating meeting notes
• Help raise awareness about birds and the IBA program by giving presentations and attending events/festivals, BC Nature biannual meetings, meetings with Caretakers and program partners, etc (requires travel)
• Participate on the IBA Canada committee, which communicates electronically and by phone or in person biannually (may require travel)

**Hours and Requirements**

• This position requires a minimum of 16 hours a week, but the contractor may set their own hours of week, provided they are available for meetings/phone calls during business hours on weekdays.
• The contractor must reside in B.C. and have home access to a PC with MS Excel and MS Word, internet connection, and a cell phone
• The contractor must be available to travel to all regions of British Columbia to visit Important Bird Areas and Caretakers/program partners
• The contractor reports to BC Nature Executive with the help of the BC IBA Program liaison to the Board. Program planning advice is provided by the IBA technical committee.

**Contract Period**

• The duration of the contract will be from August 31 to January 31 2015, with the likely opportunity of extension beyond that date pending confirmation of funding

**How to Apply**

Submit a cover letter and resume to Anne Murray sanderling@uniserve.com by Monday August 17 2015

**For More Information:**
www.ibacanada.ca
www.bcnature.ca/projects/iba