



Pisquid River Enhancement Project

We're Hiring!

Watershed Coordinator

34 weeks full-time (40 hrs/wk) starting March 2026

18 weeks part-time (hours as required)

Wage Rate: \$24 to \$28 including 4% vacation pay (depending on qualifications and experience)

Job Description:

The Coordinator is accountable and reports to the Board of Directors of the Hillsborough River Association Inc. (HRA) and the President of the Pisquid River Enhancement Project Inc. (PREP), with duties including:

- timely delivery of project applications and reports to funding agencies as well as seeking out new funding opportunities;
- supervising, working with, and mentoring employees to create and maintain a safe, respectful, and harassment, drug, and alcohol-free work environment;
- planning, directing, and implementing field operations (i.e., stream enhancement activities and other activities assigned by the Board as well as community outreach, educational, and volunteer events);
- financial management and budgeting as assigned;
- liaising with landowners and outside agencies;
- data collection and analysis including redd surveys, spot check fish population assessments (i.e., electrofishing), water quality sampling and analysis, and mapping;
- compliance with legislation including the development of and compliance with necessary permits;
- pricing and coordinating project contracts as assigned;
- maintenance and organization of all relevant paperwork, photos, and files;
- maintenance of employee work logs and records in a manner protecting privacy and confidentiality;
- documenting work and events using photography and other tools;
- developing and posting updates via social media, newsletters, local newspapers, and other avenues as directed by the HRA Board;
- undertaking skills development and training pertinent to the role; and other duties as required.

Academic or Trade Qualifications & Competencies:

- Graduation from a recognized university or college in renewable resource management or natural sciences (i.e., biology, wildlife management, environmental science, or equivalent experience). (**Note:** Candidates anticipating graduation in May 2026 may be considered provided the candidate has the necessary field experience);
- Experience in in-stream and riparian zone assessment and enhancement work such as beaver dam removal, brushmat construction, stream maintenance, fish cover structure construction, water deflector construction (i.e., weirs, rock and log deflectors), infrastructure site selection, fish population assessment, in-stream invertebrate health assessment, trail maintenance, and planting of trees and shrubs would be considered an asset;

- Strong English written and verbal communication and administrative skills including a proven ability to: prepare funding applications, project proposals, reports, and financial statements (i.e., revenue, expenses, bank reconciliation, and budget forecasting); research and develop resource management plans; research, develop, and present illustrated public presentations (both in person and remotely); prepare employee work logs, payroll submissions, and travel expense claims; and develop Records of Employment, T4s, and other such administrative paperwork as required;
- Strong interpersonal skills; demonstrated leadership abilities; strong planning and organizational skills; ability to analyze, problem solve, and develop short and long term strategies; ability to resolve conflicts, build consensus, and assess individual productivity and performance which is required to prepare fair employee evaluations; relationship-building skills to foster collaboration and partnerships; experience in and ability to manage change and achieve results;
- Must have and maintain a valid Class 5 driver's license and have access to a reliable vehicle;
- Must be physically fit with an ability to handle sustained physical activity for extended periods in various outdoor habitats and, in certain instances, working alone;
- Knowledgeable in safe work practices respecting in-stream and riparian zone management;
- Knowledgeable in PEI freshwater finfish, tree and shrub identification, and watershed ecology;
- Must have supervisory, project planning, and budgeting experience;
- Must have certification in First Aid and CPR (and must maintain these certifications);
- Must be proficient with Microsoft Office (i.e., Word, Excel, PowerPoint), Google Drive, Dropbox, WordPress, GPS mapping devices, and social media;
- A working and operational knowledge of watershed enhancement groups on PEI would be an asset;
- Chainsaw, electrofishing, and small pleasure craft operator's certificates are considered assets;
- CABIN certification would be an asset;
- Proficiency in photographic skills, Adobe Photoshop, Google Earth, and iNaturalist would be assets;
- A history of community-based volunteerism would be considered an asset; and
- Must have a working cell phone, internet access, and a suitable home office workspace.

Job Eligibility Criteria:

- Must be a Canadian Citizen or a permanent resident;
- Must be legally eligible to work in Canada;
- Must be a resident of Prince Edward Island; and
- Must pass a criminal record check.

General Breakdown of Duties:

- Planning (15%); Field Operations (50%); Administrative Management (25%); & Communications (10%)

Note: A more detailed description of general duties is available via Dropbox at
<https://www.dropbox.com/scl/fo/r4obr8t3rqs0wxngf41qv/APBvO5k402p-3hVF6xIbZ8?rlkey=l4kob1kowxi7ayd7ntslqa62t&dl=0>.

To Apply:

Please send a résumé and cover letter via email to:

Nic Bergeron, Watershed Coordinator
pisquidwatershed@gmail.com

* Applications will be accepted until February 13th, 2026.