

JOB POSTING: COORDINATOR OF CONSERVATION PROJECTS

Bird Protection Quebec, a 100+-year-old volunteer-run registered conservation charity, is seeking a coordinator to move forward a number of interesting land-management projects related to our sanctuaries, as well as to assist our various committees with ongoing and new programs.

TERMS	<ul style="list-style-type: none"> - Reporting directly to the President and Executive Committee - 1-year contract (200-225 days; renewable) - Remote (flex hours inclusive of occasional evenings/weekends) - Based in the Greater Montreal area for occasional on-site work
ANTICIPATED START DATE	<ul style="list-style-type: none"> - May 1, 2025
COMPENSATION	\$250 – 310 per day; to be determined based on qualifications (education plus relevant experience)
RESPONSIBILITIES	<ul style="list-style-type: none"> - Sanctuaries management and monitoring - Sourcing and securing external funding - Coordination of volunteers and managing communications - Participation in various BPQ meetings - Preparation of consolidated reports for the organization
QUALIFICATIONS	<ul style="list-style-type: none"> - MSc in Wildlife Biology or Environmental Studies (BSc with equivalent, relevant experience will be considered) - Bilingual (fluent English/French with excellent writing skills) - Experience in managing small to mid-size projects - Fieldwork experience - Organized, resourceful, capable of multi-tasking and working independently - Suitable home-office environment (with own personal laptop and WiFi) - Valid driver’s licence and access to a personal car (per-kilometre allowance for BPQ-related travel will be paid) - Experience with funding and grant applications (asset) - Familiarity with Quebec avifauna (asset)
<p>As a qualified individual, you are invited to submit a detailed resumé along with a cover letter explaining why this opportunity is of interest to you and what you would bring to BPQ, <u>by March 7, 2025 at the latest</u>, to the Recruitment Committee at: admin@birdprotectionquebec.org</p> <p>We welcome applicants from diverse backgrounds. Although we are grateful to all candidates who apply, we will only contact those chosen for an interview.</p>	