



United Nations
Organization for Education,
Science and Culture

Organisation des Nations
Unies pour l'éducation, la
science et la culture



Fundy Biosphere Reserve

Réserve de la biosphère
de Fundy

UNESCO Biosphere Reserves are places where people share a way of living with nature that builds a future we're proud of. We model solutions for a sustainable future, celebrate cultural and biological diversity, and empower people to engage with one another and with nature in healthier ways. Fundy Biosphere Reserve contributes in building vibrant and resilient human and environmental communities through conservation and promotion of sustainable development in the Upper Bay of Fundy region.

Fundy Biosphere Reserve has created local, relevant, and engaging content about conservation, climate change, natural history, and important biogeographic features of the Upper Bay of Fundy region. We also have a proven record of creating education materials, relevant to and aligned with NB curricular guidelines. We are looking for a **Project Coordinator** to help showcase the biosphere to the world.

Responsibilities:

- Develop and execute projects and activities that support the strategic objectives of the organization -
 1. Biodiversity conservation and protection of ecosystem services
 2. Sustainable relationships between people and nature
 3. Celebration of natural and cultural heritage
 4. Knowledge sharing
- Conduct background research, data collection, and report drafting for projects
- Participate in festivals and events to showcase FBR, its networks and partners
- Identify and complete project funding opportunities

Experience and Knowledge:

- Knowledge of the Fundy Biosphere Reserve Region (Upper Bay of Fundy)
- Interest in interacting with the public
- Experience with grant applications, data collection, interpretation and reporting

Required Qualifications:

- Post secondary degree or college diploma
- Able to communicate effectively online and in person
- Live within the Fundy Biosphere Reserve
- Ability to work with others and independently

Asset Qualifications

- Bilingual in both official languages

Term and rate: Fulltime, one year contract with possibility of renewal, remuneration is competitive and will be determined based on experience.

Please send your resume and cover letter to info@fundy-biosphere.ca no later than May 24, 2019. If you have any questions, please contact Jennifer Dingman at (506) 874-3272.

