Ecological Projects Coordinator

Fundy Biosphere Region | Moncton, New Brunswick

Position: Full-time, 35 hours per week, in office position
Location: 103 Park Street, Moncton, with fieldwork within Fundy Biosphere Region & Stonehammer Geopark
Reports to: Executive Director

About Fundy Biosphere Region

Fundy Biosphere Region is a UNESCO-designated biosphere region in southeastern New Brunswick dedicated to biodiversity conservation, climate resilience, and sustainable land management. We work with communities, governments, landowners, and partners to advance conservation, restoration, research, and environmental education.

About the Position

We are seeking an enthusiastic and self-motivated **Ecological Projects Coordinator** to join our small, collaborative team. This position combines environmental project management, applied ecological research, and hands-on fieldwork. The successful candidate will lead forest carbon inventory and wetland assessment projects while supporting our broader biodiversity conservation, forest restoration, and community education initiatives.

We're looking for someone who enjoys working outdoors, is confident managing projects independently, and can translate ecological field data into meaningful results.

Key Responsibilities

- **Project Management:** Lead forest carbon inventory and wetland assessment projects, including planning, fieldwork, data analysis & interpretation, budgets, partnerships, deliverables, and reporting.
- **Ecological Assessments:** Conduct forest carbon inventories and Wetland Ecosystem Services Protocol (WESP) assessments, including data collection, GIS mapping, analysis, and technical reporting.
- **Biodiversity Conservation:** Support ecological monitoring, habitat restoration, invasive species management, and other conservation projects through fieldwork, research, and data analysis.
- **Forests of the Future:** Assist with tree planting, nursery operations, forest restoration, and seasonal field activities as needed.
- **Fundy Maple:** Support sugar bush and maple syrup production activities, lead educational tours, manage inventory and sales records, and prepare annual project reports.
- **Collaboration and Development:** Work with staff, landowners, municipalities, and community partners, contributing to funding applications, new project opportunities, and public outreach.
- **Knowledge Sharing**: Document project outcomes and share with public, stakeholder and partner audiences through social media, website and live interpretation events.

Qualifications and Experience

Required

- Post-secondary education in environmental science, biology, ecology, forestry, natural resource management, or a related field, or equivalent practical experience.
- Experience designing and conducting ecological fieldwork and collecting, managing, and analyzing environmental data.
- Demonstrated project management, organizational, and technical reporting skills.
- Experience with Google/Microsoft suite, GIS software, GPS, and digital field data collection tools.
- Strong communication, problem-solving, and teamwork skills, with the ability to work independently.
- Valid driver's licence and willingness to travel and work outdoors in varying conditions.

Assets

- Experience with forest carbon inventories, wetland assessments, or WESP methodologies.
- Knowledge of New Brunswick's forests, wetlands, native species, and conservation priorities.
- Experience with ecological monitoring, habitat restoration, tree planting, or nursery operations.
- Experience preparing funding applications, managing project budgets, or reporting to funders.
- Experience with environmental education, community engagement, or interpretive programming.
- Bilingualism in English and French.

Working With Us

This is a full-time position (35 hours per week) based in Moncton, with a combination of fieldwork, office-based activities, and some flexibility for remote work. Occasional evenings and weekends may be required for seasonal activities.

You'll work alongside a dedicated team advancing meaningful conservation and climate resilience projects across the Fundy Biosphere Region.

Salary: based on experience, between $50,960 - $58,240 + 5% pension contribution, health benefit allowance and 5 weeks vacation
Application deadline: December 7, 2026
To apply: Please send your résumé and a brief cover letter to admin@fundy-biospehre.ca indicating *Ecological Projects Coordinator* in the subject line.

Fundy Biosphere Region is committed to creating an inclusive and welcoming workplace. We encourage applications from individuals with diverse backgrounds and experiences.