



**WYE MARSH**  
*Escape . . . Explore . . . Experience*

## **JOB DESCRIPTION**

**Position Title: Stewardship and Education Manager**

**Term: Fixed-term contract (24 months)**

**Hours per week: 40**

**Rate of Pay: \$57,000-\$62,000 per annum**

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### **Company Overview**

Friends of Wye Marsh is a registered charity and incorporated not-for-profit responsible for managing the operations of the Wye Marsh Wildlife Centre. The Wye Marsh Wildlife Centre is located on approximately 3,000 acres comprised of National Wildlife Area (NWA) and provincial crown land including environmentally significant wetlands and woodlands in Tay Township, in the Heart of Georgian Bay. We offer education, outdoor recreation opportunities, one-of-a-kind animal encounters, and the opportunity for visitors to explore kilometers of nature trails.

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### **Position Overview**

The Stewardship and Education Manager role is critical to the ongoing preservation of the countless animal and plant species that call the Wye Marsh home, and to providing education to the community, helping to ensure a culture of appreciation and respect for our natural world. This role will serve as the driving force and subject matter expert behind the conservation efforts of the Wye Marsh, leading initiatives such as invasive species removal, native species planting, wildlife monitoring programs, community workshops, and so much more. This person will also grow and maintain the Wye Marsh education program, coordinating with schools from across the province to arrange opportunities for students to engage with nature both in the classroom and in the field at the marsh. The Stewardship and Education Manager position is a newly restructured 2-year role, with potential for extension and advancement

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### **Responsibilities**

#### ***Conservation and Stewardship***

- Manage projects for invasive species control and native species population baseline studies in accordance with terms and conditions detailed in the respective contracts for both the federal and provincial lands within the Wye Marsh
- Maintain accountability for the development and delivery of Wye Marsh events and activities related to stewardship and conservation
- Engage with other staff to develop positive, open, and effective team relationships
- Oversee ecological and baseline studies performed on National Wildlife Area (NWA) and Provincial Wildlife Area (PWA)
- Manage subcontractors, suppliers, and vendors as required for conservation projects, and attend progress meetings as required

#### ***Education***

- Develop, schedule and deliver school education programs, both in on-site at the Wye Marsh, and off-site in schools, with a focus on environmental education programs
- Serve as a liaison between school representatives and Wye Marsh
- Coordinate the development and delivery of community-facing education programs and workshops at the Wye Marsh and off-site as required.

***Project Management***

- Identify potential projects, draft proposals, and grant requests for funding
- Draft and deliver in a timely manner project reports, budgets, and other relevant documents within the portfolio

***Leadership***

- Hire, train, supervise, and evaluate staff within conservation, stewardship, and education portfolio
- Oversee volunteer-based programs and projects within the stewardship, conservation, and education portfolios, including various wildlife monitoring and feeding programs, invasive species removal projects, and a range of other activities reliant on volunteers
- Serve as the subject-matter expert on all things related to conservation, stewardship, and education
- Assist in training volunteers in areas of authority and expertise

***General Operations***

- Attend regular staff meetings and work together to problem solve individual or group issues;
  - Participate in the delivery of events and activities as required by the operating needs of the organization
  - Provide support as needed to other functional areas to ensure an optimal customer service experience is delivered to all patrons of the Wye Marsh
  - Keep records and follow systems in accordance with Wye Marsh policies and procedures;
  - Ensure health and safety policies and procedures are always upheld;
  - Support the Wye Marsh mission statement and objectives.
  - Additional reasonable duties as assigned in alignment with fulfilment of the Wye Marsh mission and vision
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**Qualifications:**

- Ability to legally work in Canada
  - 1-3 years of related work experience in environmental conservation and stewardship, preferably in a community-facing role
  - Post-secondary education in a related field of study such as conservation biology, ecosystem management, environmental studies, or other relevant field
  - Certification as an ecosystem management technician, forestry technician, and/or other relevant credentials are considered an asset
  - Experience in developing and delivering education, preferably to school-aged children is considered an asset.
  - Valid Ontario 'G' driver's license, or equivalent
  - Ability to provide a clean vulnerable sectors clearance
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**Knowledge and Skills:**

- Advanced knowledge of modern principles and best practices in ecosystem management
  - Familiarity with various wildlife monitoring protocols including those relevant to various species of birds, bats, snakes, turtles, and other wildlife present within the Wye Marsh
  - Ability to develop and deliver education and activity-based workshops appropriate for various age levels and relevant to various environmental topics
  - Proficient in the use of Microsoft Office software
  - Proven excellence in customer service and teamwork
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**How to Apply:**

Interested applicants should forward a resume outlining their suitability for this role, along with a cover letter, [recruitment@wyemarsh.com](mailto:recruitment@wyemarsh.com), with 'Stewardship and Education Manager' as the subject line by **Saturday May 24, 2025 at 11:59pm**, or apply