



Employment Opportunity

Draft April 16, 2019

Education and Outreach Coordinator Role Description

The Peace River Area Monitoring Program (PRAMP) Committee is looking for a qualified individual to fill a new part-time contract position for an Education and Outreach Coordinator.

Contract Terms: Payment will be up to \$1800 each month for July 8, 2019 to November 29, 2019 at an hourly rate to be confirmed with the successful candidate. The contractor will be expected to provide their own office space, office equipment and cell phone and will require access to a vehicle. Mileage will be paid at a rate of \$0.50 per kilometer. The contractor will report to the Executive Director.

KEY RESPONSIBILITIES

1. Develop, maintain and enhance:
 - PRAMP relationships with Peace River area schools, including schools in Indigenous communities, and community groups
 - Social media platforms (Facebook and Twitter)
2. Plan, schedule and facilitate:
 - Interactive air quality education programs in schools
 - Activities, booths and presentations at community events or stakeholder meetings
3. Contribute:
 - Content for new brochures, newsletters, annual report and other publications
 - Planning for PRAMP events
 - Information for requesting and reporting on grant funding
 - Support for PRAMP projects as needed
4. General:
 - Attend PRAMP meetings and other events as requested
 - Collaborate with other PRAMP contractors to deliver the PRAMP Education and Outreach Plan
 - Promote PRAMP membership and volunteer involvement
 - Adhere to all PRAMP policies and procedures





Employment Opportunity

Draft April 16, 2019

- Able to provide proof of insurance (Workers Compensation, Liability Insurance, Automobile Insurance)

QUALIFICATIONS

- Dynamic interpersonal skills and strong written communication skills
- Strong organizational skills, along with flexibility and creativity
- Strong computer skills, including Microsoft Office programs
- Flexibility in work schedule; weekend or evening work may be required when participating in community events
- Access to a reliable vehicle and able to travel throughout the Peace River area and potentially to other locations

EDUCATION AND EXPERIENCE

- Post-secondary education in environmental sciences, education, communications or a related field, or the equivalent in work experience
- Experience delivering interactive educational programs or facilitating group discussions
- The following experience would be considered an asset: working with youth; working in the not-for-profit sector; working with Indigenous communities

For more information about PRAMP, visit www.prampairshed.ca or call Karla Reesor, Executive Director at 780-625-2900.

To apply, please submit your resume and cover letter by May xx, 2019 via email to karla@prampairshed.ca.

We thank all those who apply, however, only those invited for an interview will be contacted.





Employment Opportunity

Draft April 16, 2019

Field Operations Assistant Role Description

The Peace River Area Monitoring Program (PRAMP) Committee is looking for a qualified service provider for a new part-time contract opportunity for a Field Operations Assistant. The primary responsibilities of this position include assisting in the delivery of key components of PRAMP's regional air monitoring program.

Contract Terms: Up to 25 hours each month for July 1, 2019 to March 31, 2020 at an hourly rate of \$xx per hour. The contractor will be expected to provide their own office space (with ability to receive parcels), office equipment and cell phone, and will require access to a four-wheel drive vehicle. Mileage will be paid at a rate of \$0.65 per kilometer with a base of operations within 50km of Peace River, Alberta. The contractor will report to the PRAMP Technical Program Manager.

KEY RESPONSIBILITIES

1. Coordinate, maintain and support:
 - PRAMP's 12 station **passive** air monitoring network including monthly sampler exchange, sample shipment to laboratory, chain of custody documentation (see attachment A for passive station locations).
 - Stewardship of PRAMP's passive sample handling protocol (currently in development, see attachment D for example)
 - PRAMP **canister** sampling program at 986, 842, and Reno stations including coordination of canister supply and storage, canister exchange as needed, sample shipment to laboratory, chain of custody documentation.
 - Network-wide, 0 – 8 canisters are sampled each month with most collected at the Reno air monitoring station (see attachment B for location of 986, 842, and Reno Stations).
 - Stewardship of PRAMP's canister sampling protocol (see attachment C)
 - PRAMP's **continuous** air monitoring program at 986, 842, Reno, PRC, and AQHI stations including '*eyes on the ground*' for remote troubleshooting, basic equipment assistance including resets and power-cycling (with remote guidance), gas bottle exchange, and other duties as required.
2. Plan, schedule and facilitate:
 - Sampling equipment supply logistics.
 - Efficient delivery of sampler exchange responsibilities.





Employment Opportunity

Draft April 16, 2019

3. General:

- Participate in PRAMP Technical Working Group meetings and other events as requested
- Collaborate with PRAMP contractors to assist in the delivery of the canister, passive, and continuous monitoring programs as required.
- Adhere to all PRAMP policies and procedures
- Able to provide proof of insurance and training: Workers Compensation, Liability Insurance, Automobile Insurance, H₂S Alive, WHMIS.

QUALIFICATIONS

- Dynamic interpersonal skills, strong communication skills,
- Strong organizational skills, along with flexibility and ability to work within short turn-around timeframes
- Flexibility in work schedule; weekend or evening work may be required depending on routine and random sample dates.
- Access to a reliable four-wheel-drive vehicle and able to travel throughout the Peace River, Three Creeks, Reno, and Red Earth Creek areas.
- Adept at handling confidential and sensitive information and providing accurate documentation in a prescribed format.

EDUCATION AND EXPERIENCE

- Preferably post-secondary education in environmental studies/sciences, instrumentation, technologist, or a related field, or the equivalent in work experience
- Experience working alone with minimal supervision.

For more information about PRAMP, visit www.prampairshed.ca or call Michael Bisaga, Technical Program Manager, at 780-625-2900.

To apply, please submit your resume and cover letter by May xx, 2019 via email to pramptech@prampairshed.ca.

We thank all those who apply, however, only those invited for an interview will be contacted.





Employment Opportunity

Draft April 16, 2019

- Attachment A: Passive Monitoring Station Map
- Attachment B: Continuous Monitoring Station Map
- Attachment C: Canister Sampling Protocol
(existing, to be modified once Field Operations Assistant contract has been awarded)
- Attachment D: Passive Sampler Handling Protocol
(example, to be finalized once Field Operations Assistant contract has been awarded)

