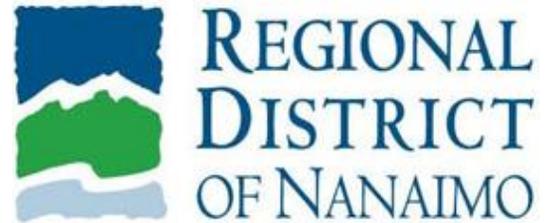


EMPLOYMENT OPPORTUNITY

Drinking Water and Watershed Protection Outreach Coordinator

Permanent Full-Time | External
Water Services
Competition No.: 2026-1035



APPLICATION DETAILS

To apply for this position, send your cover letter and resume to rdncareers@rdn.bc.ca, clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2026-1035 in the subject line of your email to ensure proper processing.**

**Applications will be accepted until:
4:00 pm, on March 24, 2026.**

Date Posted: March 10, 2026.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.

CRIMINAL RECORD CHECK

A satisfactory Criminal Record Check is a condition of employment with the Regional District of Nanaimo.

ABOUT THE ROLE

The Regional District of Nanaimo is seeking a permanent full-time Drinking Water and Watershed Protection Outreach Coordinator with the Water Services department, based at the RDN Administration Building.

The Outreach Coordinator contributes to the effective delivery of public outreach initiatives under the Drinking Water and Watershed Protection (DWWP) Action Plan by leading the implementation of water-related educational offerings and campaigns within the RDN. This position supports the Drinking Water and Watershed Protection Program Coordinator by coordinating outreach activities that promote and build public awareness around regional water resources and their conservation and protection. While outreach initiatives are the focus, this position will also support other areas of the DWWP program workplan as required to meet service expectations, departmental goals and objectives pertaining to outreach, monitoring or policy support.

QUALIFICATIONS

Required qualifications include a degree in environmental studies, geography, biology, environmental planning, environmental education or communications or a related field, plus 1 - 3 years prior job-related experience in a local government setting. An equivalent combination of training and experience may be considered.

Knowledge of interpretive techniques and environmental communications and demonstrated experience conducting workshops and training events and giving presentations are required. Experience teaching youth and training in social media and web-based communications are assets.

POSITION DETAILS

This is a permanent full-time (35 hours per week) Union position. The (2026) hourly rate of pay is \$42.09 to \$44.30. The position offers an attractive benefits package as provided within the collective agreement between the Regional District of Nanaimo and the Canadian Union of Public Employees, Local 401.



www.rdn.bc.ca



rdncareers@rdn.bc.ca

Drinking Water and Watershed Protection Outreach Coordinator

Water Services

Pay Band 11

Job Summary

The Outreach Coordinator contributes to the effective delivery of public outreach initiatives under the Drinking Water and Watershed Protection (DWWP) Action Plan by leading the implementation of water-related educational offerings and campaigns within the RDN. This position supports the Drinking Water and Watershed Protection Program Coordinator by coordinating outreach activities that promote and build public awareness around regional water resources and their conservation and protection. While outreach initiatives are the focus, this position will also support other areas of the DWWP program workplan as required to meet service expectations, departmental goals and objectives pertaining to outreach, monitoring or policy support.

Primary Duties and Responsibilities

- Coordinates workshops, field trips, school programming, and community events related to water conservation and watershed protection education.
- Leads the development of public education materials including brochures, videos, webpages, social media campaigns, guidebooks, etc.
- Implements outreach actions related to recommendations in Water Conservation Plans across the region and tracks progress over time.
- Collects and analyzes information, prepares reports and gives presentations to community members, stakeholders and the DWWP Technical Advisory Committee regarding outreach and awareness program outcomes.
- Develops and maintains strong working relationships with diverse partners such as school districts and teachers, non-profit organizations, First Nations, local, provincial, and federal government partners, businesses and individuals.
- Researches and reports on recommendations for improvements and enhancements to existing outreach processes, policies, and materials.
- Responds to public inquiries regarding the District's watershed outreach and awareness programs and other related initiatives.
- Participates in procurement, oversight and direction of contractors working on aspects of outreach and education program implementation.
- Coordinates budget tracking related to DWWP outreach operations and projects.
- Coordinates projects and provides support in other areas of the DWWP workplan as required.
- Performs other related duties, including rebate program administration, as required.

Job Qualifications

Education/Experience

- Degree in environmental studies, geography, biology, environmental planning, environmental education or communications or a related field.
- 1 - 3 years prior job-related experience in a local government setting.

Job Description

- An equivalent combination of training and experience may be considered.
- Knowledge of interpretive techniques and environmental communications.
- Experience teaching youth an asset.
- Demonstrated experience conducting workshops and training events and giving presentations.
- Training in social media and web-based communications is an asset.

Skills/Abilities

- Excellent interpersonal, written and verbal communication skill with an ability to maintain positive internal and external working relationships.
- Demonstrated ability to plan, organize, develop and implement projects, plans and programs in a systematic and timely manner.
- Strong working knowledge of word processing, presentation, publishing, and spreadsheet computer applications is required.
- Knowledge of water and watershed functions, issues, and related ecology.

Reporting Relationship

Reports to: Drinking Water and Watershed Program Coordinator