

Employment Opportunity for Manager - Algonquin Wildlife Research Station

Position: Manager

Location: Algonquin Wildlife Research Station, Algonquin Provincial Park, Ontario

Terms of Employment: Full time, 2 year contract with possibility of extension. Probation period of 6 months.

Salary: \$30 000 – \$40 000 per year, salary commensurate with experience, meals and year round accommodations (private lakeside cabin with 2 bedrooms and 1 bathroom) included, work truck provided.

Application deadline: Review of applications will begin 3 July 2013; applications will be accepted until position is filled.

Always wanted to work in Algonquin Provincial Park? Here is your opportunity to live and work at a renowned research facility in the heart of Algonquin Park. The Algonquin Wildlife Research Station (AWRS) in Algonquin Provincial Park is looking for a candidate with leadership skills, great mechanical aptitude and knowledge of running small businesses to fill the position of Manager.

What is expected of the Manager?

Working with the AWRS Board of Directors, the duties of the Manager will include logistical and administrative operations of the WRS including the following:

- Carrying out and supervising year round maintenance and improvements to all of the WRS buildings, vehicles, roads and other facilities;
- Scheduling year round accommodations for users of AWRS;
- Aiding researchers in setting-up appropriate lab space and experiments;
- Seasonal hiring and supervision of kitchen (2) and maintenance (1-2) staff;
- Ordering food and building supplies;
- Invoicing, collecting user fees, and paying bills;
- Detailed financial accounting, compiling year-end financial reports, tax submissions;
- Administrating payroll for all staff;
- Compiling annual reports of research activities at the WRS;
- Working with multiple stakeholders within Algonquin Park;
- Organizing and leading special events.

How do you qualify for the Manager of the Algonquin Wildlife Research Station?

Ideally, the successful applicant will have the following skills and experience:

- Strong mechanical aptitude (construction, electrical, plumbing, small engines) and facility maintenance experience
- Experience with biological research (graduate degree ideal but not mandatory)
- Exceptional organizational, leadership, communication and presentation skills
- Knowledge of small business operations
- An appreciation for the outdoors, physically fit, willing to work outside in varied weather conditions and the desire to live in a semi-isolated environment
- Valid Driver's License
- First Aid training

This is an unparalleled opportunity to live and work at a well-known research station in Ontario's

flagship provincial park. For more information contact Rory Eckenswiller, 705-633-5621 or visit the AWRS website at www.AlgonquinWRS.ca

Applicants must send via email to the address below with a cover letter outlining qualifications, a resume, and contact information for 2 references:

Dr. Albrecht I. Schulte-Hostedde
Director, Wildlife Research Station
Department of Biology
Laurentian University, Sudbury, ON
aschulte@laurentian.ca

We thank all applicants for their interest but only those selected for an interview will be contacted.