



Species Conservation Program Coordinator

About Ontario Land Trust Alliance (OLTA):

The Ontario Land Trust Alliance (OLTA) is an environmental charitable organization with a mission to empower a vibrant and enduring land conservation community in Ontario. OLTA accomplishes this through providing direct support for nature conservation and stewardship, offering training and educational programs, promoting community networking, helping to ensure land trusts meet (and exceed) a set of national standards and practices, and raising the profile of the work of land and nature trusts.

OLTA's Strengthening Species Conservation in Ontario Program works to enhance the capacity of Ontario's land trust organizations to protect and recover species at risk and their habitats. Through this program, OLTA provides technical training and outreach opportunities, works one-to-one with member land trusts to develop and implement targeted species at risk recovery actions, and provides financial support for member land trusts to undertake actions that benefit species at risk recovery.

For more information about OLTA and land trusts, please visit www.olta.ca.

Job Description

Job Title: Species Conservation Program Coordinator

OLTA is seeking a Species Conservation Program Coordinator to support OLTA's Strengthening Species Conservation in Ontario Program. The candidate will work directly with the Species Conservation Program Manager and land trust partners to support species conservation in Ontario. Activities may include funding administration, ecological field surveys, stewardship activities and outreach activities. In addition, the employee will help with general tasks to support the organization including event planning and communications.

Tasks & Responsibilities:

Support the Species Conservation Program Manager with:

- Funding program administration and partnership activities
- Calls for proposals, application templates, reporting templates, and program materials
- Reviewing of grant applications for compliance and preparing summary packages for review committees
- Tracking program deliverables and metrics
- Providing member support on funding programs and partnership activities
- Preparing program reports for funders
- Organizing and delivering training and events on species conservation in Ontario
- Supporting fieldwork planning including site visits, desktop analysis, and survey routes



- Conducting targeted species at risk surveys using acoustic monitoring and standardized methods
- Implementing habitat enhancement and restoration projects
- Analyzing acoustic data using Sonobat and Kaleidoscope software
- Writing species at risk action plans to inform management and stewardship of conserved lands
- Collaborating with communications staff on program communications
- Supporting other staff and projects as needed

Qualifications and Experience:

- Experience coordinating projects, including planning, tracking and supporting project activities
- Excellent organizational and problem-solving skills
- Good communication skills, both oral and written
- Knowledge of biology/ecology and Ontario species at risk
- Experience in undertaking fieldwork under a range of adverse environmental conditions
- With good health and fitness, we will be accessing sites with no trails and difficult terrain
- Valid Class G driver's license and access to a vehicle is preferred
- Knowledge of Ontario reptiles, bats and birds in particular is preferred, but not necessary.
- Experience using acoustic analysis software (Kaleidoscope, Sonobat) and R statistical software is an asset
- Ability to swim is preferred as some fieldwork may involve wading in deep water and accessing sites by boat.

Employment Type:

This is a full-time position, 37.5 hours per week until April 30, 2027. The position is based at the OLTA office in downtown Toronto (currently remote working). Hours are flexible around core hours, and regular travel within Ontario is expected.

Other Requirements:

- Access to a home office workspace
- Must have access to high-speed internet and adequate bandwidth, as working from home will be required most of the time

Salary range: \$40,000-\$46,000

To Apply:

Applications from Indigenous and racialized applicants are encouraged. We openly welcome and invite applications from persons with disabilities and those protected by the Human Rights



Code and will provide accommodation during all stages of the recruitment and hiring process, upon request.

If you are interested in joining our team, please submit a cover letter and your resume (PDF) to recruitment@olta.ca, indicating Species Conservation Program Coordinator in the subject line.

Deadline for applications is April 5, 2026, at 11:59 PM EST.

Applications will not be accepted by fax and/or regular mail. No phone calls, please.

OLTA thanks all applicants for their interest; however, only those being considered for an interview will be contacted.

For more information about OLTA, please visit our website at www.olta.ca.