Technical Trainer & Project Coordinator

Do work that matters. Grow with a positive, collaborative team. Water First is looking for creative, enthusiastic relationship-builders to support sustainable access to safe, clean water in partnership with Indigenous communities across Canada.

Water First is a registered charity grounded in trust-building, meaningful relationships, and lasting impact. Our engagement is guided by responsibility and accountability, with Indigenous voices, experiences, worldviews, and inherent rights centred across all our work.

To ensure Indigenous perspectives lead discussions about work with Indigenous communities, we integrate consultation with Indigenous staff, the Indigenous Advisory Council, community partners, and Indigenous members of our Board of Directors.

We respect and value Indigenous cultural traditions and practices in our workplaces, including the burning of medicines such as tobacco, sage, cedar, and sweetgrass. All employees are expected to maintain strong Indigenous historical and cultural awareness and commit to ongoing learning to support respectful, informed approaches throughout the organization.

Under the direction of the Project Manager & Instructor, the Technical Trainer & Project Coordinator leads the delivery and coordination of Water First's drinking water and environmental water technical programming. This role is responsible for independently planning, delivering, and coordinating hands-on, project-based technical training, while supporting program growth, refinement, and community-driven implementation.

Start Date: November 15, 2026
Work Location: Weekly hybrid role pending on proximity to Water First Creemore office; open to remote candidates in British Columbia, Alberta, Manitoba and Ontario. Occasional travel to Water First's office and/or client sites will be necessary and will be discussed and arranged with your managers as required.
Job Type: Full-time 37.5 hours/work
Salary range: $62,500 - $72,500

Water First supports progressive labour policies, including:

- Defined benefit pension plan
- Dental care
- Disability insurance
- Employee assistance program
- Extended health care
- Life insurance

- Generous paid vacation

Responsibilities for this position include, but are not limited to:

- Fundamentals of water and wastewater operations, general water chemistry, water quality sample collection and testing, mapping and GIS, environmental water monitoring, career and employment training.
- Facilitate technical training sessions in a respectful, hands-on, project-based manner to learners with diverse backgrounds
- Follow, co-create and adapt work plans; track deliverables; monitor workshop-specific budgets; troubleshoot issues in an anticipatory fashion.
- Coordinate and deliver daily work tasks as assigned.
- Assist with Local Coordinator and Intern hiring (as directed by PM).
- Manage equipment and purchasing procurement as directed by PM or DW Sr. Manager.
- Act as lead instructor for designated technical workshops and provide direction to
- supporting trainers and facilitators.
- Support student recruitment, training, tutoring, ongoing engagement and other tasks.
- Represents Water First in public and community relations, presentations, and speaking engagement as needed.
- Contribute to initiatives that raise awareness about our work and/or engage donors to build greater support for the organization, in coordination with Communications and Fundraising.

The ideal candidate for this position will possess the following:

Qualifications:

- Related degree, diploma, or certification in one or more fields: drinking water or wastewater treatment, water engineering, hydrology, water chemistry, aquatic ecology and/or environmental science.
- Minimum of 2 years of technical field and/or workshop facilitation experience
- Water and/or wastewater operator certification (Class 1 preferred). Candidates holding drinking water certificates are considered an asset.
- Regular access to a vehicle and the ability to travel to different Indigenous communities throughout Canada, including remote locations (up to 25%)

Please Note:

- Water First's standard operating hours are Monday to Friday, 8:30 am-4:30 pm Eastern Time, with reasonable accommodations for flex-time.
- All applicants must be legally authorized to work in Canada and possess a valid Social Insurance Number (SIN).

- Candidates will be required to undergo a Vulnerable Sector security check as a condition of employment.

Excited to learn more about this opportunity? We'd love to hear from you. Water First is committed to a diverse and inclusive workforce and strongly encourages Indigenous applicants. We are dedicated to a fair, equitable, and barrier-free hiring process in accordance with AODA and will provide accommodations upon request.

While we appreciate the interest of all candidates, only those candidates selected for an interview will be contacted.

Interested candidates should please forward their cover letters and resumes to hr@waterfirst.ngo.