

NORTHEAST RED WATERSHED DISTRICT

66156 Pineridge Road, Sunnyside, MB R5R 0G9

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HIRING PROGRAM COORDINATOR

ORGANIZATION

The Northeast Red Watershed District (NRWD) is a non-profit organization funded by the Province of Manitoba and Partner Municipalities to improve water quality and the environment.

POSITION OVERVIEW

This position is based out of the Northeast Red Watershed District office located in the RM of Springfield. This is a full-time position of 40 hours per week. Normal hours of operation are Monday to Friday 8:30 a.m. to 4:30 p.m. with the occasional need to be available for evening meetings.

The Program Coordinator will work mostly unsupervised, must have excellent time management, organizational skills and require a high level of initiative. The candidate will be working under the guidance of the Northeast Red Watershed District (NRWD) Board and will report directly to the District Manager.

KEY RESPONSIBILITIES AND DUTIES

Program Development and Implementation

- Support the District Manager in the development of watershed programming in alignment with the Cooks-Devils Creek IWMP.
- Implement and deliver watershed programs (including but not limited to Growing Outcomes in Watersheds (GROW) and Prairie Watershed Climate Program (PWCP)) within the boundaries of the NRWD.
- Review project applications and conduct preliminary site visits with landowners to determine program eligibility
- Present potential projects to the GROW Committee or NRWD Board
- Obtain licensing or other approvals as required such as line locates
- Other duties as assigned

Outreach and Promotion

- Liaise with municipal members in the watershed district program
- Attend sub-district and general board meetings
- Respond to phone and email correspondence related to program delivery
- Attend local events to promote the watershed district and its programming
- Develop promotional materials and advertisement for district on social media platforms and website

Data and Reporting

- Maintain internal and external programming database and records relative to PWCP, and the GROW and Conservation Trusts
- Attend online meetings (GROW and PWCP)
- Adhere to Watershed District budgets, policies and procedures
- Monitor projects through site visits and phone calls
- Maintain organized project budgeting data for external funding reports

QUALIFICATIONS

- University or college degree or equivalent experience (agricultural or environmental field an asset)
- 2+ years applicable work experience (agricultural or environmental field an asset)
- Practical understanding of Beneficial Management Practices related to agriculture and water management
- Strong communication skills – public speaking abilities, confidence in talking to agricultural producers, an excellent listener
- Strong financial, administration, coordination, and organizational skills
- Excellent word processing skills and familiarity with Microsoft Office suite
- Strong understanding of GIS systems including ArcMap and ArcGIS online
- Able to multi-task and handle multiple priorities with tight deadlines
- Time management and the ability to work independently
- Possess a valid class 5 driver's license

The Watershed District offers a competitive wage and enrollment in the Municipal Employees Benefit Plan. Wage dependent on qualifications and experience.

Qualified Candidates to submit resume and cover letter by **Email ONLY** to:
manager@northeastred.ca

We thank all who apply and advise that only those selected for further consideration will be contacted. Position will be posted until a suitable candidate has been found.

Date posted: July 9, 2024