

AWWD Program Coordinator

Office Location: TBD

Closing Time and Date: Thursday, April 6th, 2023 at 3:30 pm

About This Job

The Assiniboine West Watershed District is the largest of 14 Watershed Districts in Manitoba. As a non-profit soil and water conservation organization we work with producers, municipalities, government agencies and other NGO's on a variety of environmental and water management projects and programming. As a member of the AWWD team you will play a key role in the success of the many varied programs the District offers.

Responsibilities/Duties

- Assist Assiniboine West Watershed District's team with all aspects of implementing the districts programming and projects.
- Manage and promote Assiniboine West Watershed District's programs, such as the ALUS and GROW programs.
- Receive, monitor, and organize district and external projects/applications
- Work closely with and assist District Administrator and other staff
- Meet with landowners and other partners to develop, implement, and inspect projects
- Manage funding for ALUS, including deliverables, reporting and financial oversight
- Various other outdoor/office duties as assigned

Qualifications/Skills:

- Strong communication skills, both written and verbal
- Comfort and familiarity with talking to agricultural producers, as well as general public speaking and communication skills are critical
- Experience coordinating meetings and taking minutes
- Demonstrated competence with software such as word processors and spreadsheets
- Ability to multi-task and handle multiple priorities with tight deadlines
- Post-secondary degree or equivalent work experience in agriculture, natural resource management, environmental science, business, public policy, public administration, non-profit management, or other relevant field

Please submit your resume and cover letter, with expected compensation to ryan@myawwd.ca by **3:30 pm, Thursday, April 6th, 2023**. Only those candidates requested for an interview will be contacted.