



## Career Opportunity

# GROW Coordinator

The Whitemud Watershed District is seeking a highly motivated individual to fill a newly created full-time position of GROW Coordinator.

Reporting directly to the District Manager and with assistance from the Project Coordinator, the successful candidate will be responsible for:

- Working with landowners to design & implement GROW Program activities, including water retention projects, erosion control projects, wetland restoration projects, etc.
- Planning & managing project budgets, & program reports
- Assisting with fundraising activities to bring additional external funding into the GROW Program
- Promotion and advertising of WWD programs
- Performing miscellaneous office duties & assorted other tasks as required

### **QUALIFICATIONS:**

- Post-secondary education or equivalent experience with specialization in environmental studies, natural resources management or a related discipline or an equivalent combination of education and experience.
- Experience working with rural landowners
- Strong interpersonal skills with the ability to work with diverse stakeholder groups.
- Excellent organizational skills with the ability to manage multiple work files, establish priorities, manage time, and follow budgets
- Strong problem solving, analytical and decision making skills.
- Experience using Microsoft Office applications including Outlook, Word, PowerPoint and Excel or equivalent software applications
- Must be legally entitled to work in Canada.
- Must possess and maintain a valid full stage Manitoba Class 5 Driver`s License.
- Must be willing and able to work overtime as required.
- Must be willing and able to travel within Manitoba, including overnight stays as required
- Experience with public relations and/or outreach across a range of media is an asset
- Experience with GIS and RTK surveying is an asset

Because the GROW Coordinator position is funded by external funding grants, this position is being offered as a **2-yr Term Position**, with the potential for extension and/or permanent status based on successful securement of additional external funding.

**Your cover letter and/or resumé must clearly indicate how you meet the qualifications. Please submit your resume & salary expectations before 4:00 pm, Wednesday, August 5, 2020 to:**

Gerond Davidson, WWD Chairman  
Email: [whitemud@mts.net](mailto:whitemud@mts.net)  
Office: 41 Main St. E  
Mail: Box 130, Neepawa, MB R0J 1H0

We thank all who apply and advise that only those selected for further consideration will be contacted.