



Special Projects Coordinator

Position Details: Full-time, Permanent

Salary Range: \$52,000 – \$65,000

Location: Preferably near Winnipeg or Stonewall, MB but may be open to a remote or hybrid work arrangement in any DUC office across Canada

Closing Deadline: April 28, 2023 (11:59PM EDT)

Who We Are

Ducks Unlimited Canada (DUC), one of the nation's leading conservation organizations, is a passionate community of people who believe that nature is the foundation of strong communities, a prosperous economy and a sustainable future that supports the hopes and dreams of the next generation. Together, we conserve and restore some of the most valuable and threatened landscapes on the planet.

What You Will Do

Reporting to the National Director of Business Development, the Special Projects Coordinator is responsible for coordinating special business development projects with DUC partners, ensuring that deliverables are executed in a timely manner and service levels meet partner expectations.

Responsibilities include:

- Ensure that all required tasks associated with assigned projects have ownership and deadlines, adjusting and communicating as necessary
- Act as the primary point of contact for internal and external parties, providing updates on assigned special projects, triaging and escalating as needed.
- Work with the National Director of Business Development to develop guidelines for existing and new projects.
- In collaboration with the Marketing and Communications team, develop and manage engagement strategies, ensuring excellent outreach, engagement and communication with external partners, both online and in person.
- Develop content and messaging for presentations, executive briefings, and internal and external stakeholder communications
- Facilitate and lead project meetings with stakeholders, draft agendas, distribute minutes, and follow up on action items.
- Work with the Administrative Specialist - Fundraising to assist with accounting, invoicing, and quarterly financial reporting and analysis for all special projects in the business area.

Requirements

- Post-secondary education in business administration, arts, social sciences, or environmental science is considered an asset.
- 3+ years of experience coordinating projects and programs.
- Experience with database management or customer relationship management (CRM) systems is an asset.
- Experience in basic accounting.
- Strong communicator, both written and oral, with a history of providing a high level of service to clients and stakeholders.
- Demonstrated track record of success in cross-functional collaboration.
- Highly assertive with strong leadership skills.
- Detail oriented and highly organized with proficiency in problem solving and decision making.
- Must have strong time management skills with emphasis on meeting deadlines.
- Demonstrated ability to take initiative and drive projects with minimal supervision.

- Demonstrated ability to manage multiple project streams efficiently and diplomatically in a high-pressure, complex environment.
- Bilingual (English/French) considered an asset.

What We Offer

- 3 weeks' vacation with paid personal and sick days
- Comprehensive compensation & benefits package
- Hybrid work arrangement
- Dog-friendly workplace

How to Apply

Working for DUC is a career highlight for many staff. Let us know if making a difference is important to you.

If you are qualified and interested in this opportunity, please visit our [online career center](#) to submit your application for confidential consideration.

Ducks Unlimited Canada (DUC) is the leader in wetland conservation. A registered charity, DUC partners with government, industry, non-profit organizations, landowners and Indigenous Peoples to conserve wetlands that are critical to waterfowl, wildlife and the environment.

We commit to making Ducks Unlimited Canada a place of belonging for all people, united in conservation.

While DUC would like to thank all applicants, only candidates considered for an interview will be contacted.