

# Job Description: Project Coordinator

Updated: April 2024

## Overview

Manitoba Association of Watersheds (MAW) is a voluntary industry association representing the province's 14 watershed districts and is a registered charitable organization.

**Our Vision:** Manitoba's watershed districts are supported by MAW and recognized throughout the province as effective water & land managers.

**Our Mission:** MAW supports and builds awareness of Manitoba's 14 watershed districts through communication, education, and advocacy, and supports their program delivery by facilitating access to funding programs and administering research programs.

It's an exciting time for MAW as our team of eight is growing as we take on new projects and develop new programs. We are looking for an enthusiastic individual to join our team as a full time Project Coordinator.

The Project Coordinator role is ideal for detail oriented, results focused individual who shares a passion for environmental sustainability. Reporting to the Project Manager, this role is focused on coordinating and administering funding programs including but not limited to Prairie Watersheds Climate Program and Living Lab – Manitoba.

The position will work from MAW's Winnipeg office which is open Monday-Friday, 8:30am - 4:30pm. There will be occasional travel throughout the province. Driver's license is required.

Starting salary \$50,000 to be negotiated based on education and experience.

Applicants are encouraged to submit a cover letter with their resume that highlights their interest in the role and relevant work or life experience. Please submit applications to [office@manitobawatersheds.org](mailto:office@manitobawatersheds.org). Candidates selected for interviews will be contacted directly. The job ad will remain open until the position is filled. No phone calls please.

## Qualifications

Essential:

- Strong communications skills:
  - o Written communication and analysis: experience writing progress reports for internal and external audiences
  - o Verbal communication: clear, proactive communication with internal and external partners
- Experience coordinating meetings, taking minutes, and support committee functions.

- Demonstrated administrative skills with the ability to plan, develop and implement effective processes and track results.
- Exceptional time management skills with demonstrated ability to manage multiple projects and related tasks/timelines in tandem.
- Demonstrated competence with software such as word processors, spreadsheets, email, cloud file storage, videoconferencing. Independently troubleshoots and learns new software quickly.
- Ability to work with minimal supervision and demonstrate initiative, maintaining a consistent schedule and strong productivity.

Assets:

- Experience in the agricultural or conservation sector.
- Experience with claims process including collecting and compiling project-related administrative, financial, or technical information from multiple sources.
- Post-secondary degree or equivalent work experience in agriculture, natural resource management, environmental science, business, public policy, public administration, non-profit management, or another relevant field.