



JOB TITLE: Program Coordinator

Assiniboine West is looking for a motivated individual to join our team in our Miniota Office

OBJECTIVES OF POSITION

The Program Coordinator will work with delivery staff to oversee the processes of funding projects to improve soil and water resource management in the Assiniboine West Watershed District. The Program Coordinator will manage relationships with funders, understand funding agreements and contracts, complete internal and external reporting, assist with monitoring and financial transactions of projects.

DUTIES & RESPONSIBILITIES

- Become familiar with all AWWD funding programs
- Understand and implement funding agreements and contracts
- Review and compile information, provide internal delivery team updates and external funding reports
- Maintain project status and budget data within internal databases
- Deliver auditing and the administration of project records
- Support advisory committees in program adjudication, including researching information, minute taking at meetings, processing correspondence, and other general duties as assigned
- Attend meetings with funders and liaise between funders and AWWD Staff
- Provide support to AWWD Administration
- Assist with Program communication and awareness

QUALIFICATIONS:

- Strong planning and organization skills
- Strong verbal and written communications skills
- Competent with GIS and MS Suite
- Must be able to read maps and be familiar with Dominion and Survey System
- Must possess a valid class 5 Manitoba Driver's License
- Must be familiar with conservation and farming practices

EDUCATION & EXPERIENCE:

- Post-secondary education in Resource Management, Environmental Studies or other related fields, plus two years related experience working in the field of natural or agricultural resources or combined education and experience equivalent

COMPENSATION:

- The expected salary range for this position is \$55,000 - \$70,000 annually, based on education and relevant experience
- We offer a comprehensive benefits package including health, dental, vision, pension and company provided smartphone and plan

*Interested applicants may forward their resumes and references to info@myawwd.ca
For further information regarding the position, please phone our Miniota office at (204) 567-3554*