



Bow River Basin Council – Program Coordinator

Date: May 31st, 2021

Location: Calgary, Spring Gardens Building D

Position Type: Full-time, 1 Year term with possibility of extension

Salary Range: \$60,000.00 - \$75,000.00

About Us

The Bow River Basin Council (BRBC) is a nonprofit charitable organization that has been operating since 2000. Originally established in 1992 as an advisory body to the provincial Minister of Environmental Protection, the BRBC is currently one of 11 Watershed Planning and Advisory Councils (WPACs) in Alberta.

The BRBC is a leader in collaborative, inclusive dialogue covering all aspects of watershed management in the Bow Basin. The Council seeks to ensure that multiple water uses are balanced, and the needs of all stakeholders are met. It has the broad mandate of encouraging cooperative and effective strategies for water use management and environmental stewardship.

The BRBC is as busy as ever building on its greatest strengths: its members and partnerships, and the projects the Council leads and supports. While we work hard on serious and complex issues, we also recognize that the process itself can and should be enjoyable and rewarding. We want to ensure we become the best-managed watershed in the world, but also that we got there through positive, solution-seeking dialogue.

Program Coordinator Role

As Program Manager, you will be responsible for the effective functioning of programs and initiatives taken on by the BRBC and for ensuring the organization's policies and operating guidelines are followed.

As well as working with the Executive Director and communicating directly with over 500 members, you will also maintain and build networks with stakeholders and partners throughout the basin. As Program Coordinator, you play a key role in ensuring meaningful engagement of a diverse range of stakeholders. This is achieved primarily through the coordination and delivery of high-quality forums and workshops,

as well as by effectively supporting BRBC committees to ensure the successful completion of their projects.

You have a passion for watershed management and a drive for continuous learning of issues, policies and legislation. While not necessarily a specialist, your knowledge is expansive, covering the vast array of the basin's issues and challenges. You also possess an aptitude to adapt to new software and procedures as they are required.

A key component of the work is effective communication, and the successful candidate will possess effective communication skills in a variety of formats. Written, verbal and presentation skills are paramount. Your organizational and problem-solving skills are an asset in responding to changing policy and planning contexts, contributing to the Council's long-term sustainability and resilience.

Accountabilities

1. Ensure the programs and services meet the Board's policy guidelines and reflect the Board's priorities.
2. Support the BRBC Executive Director toward meeting the objectives and goals of the BRBC.
3. Engage with stewardship groups (e.g., Elbow River Watershed Partnership and Calgary River Valleys).
4. Actively participate in external workshops, forums, conferences, and stewardship events conducted by others.
5. Coordinate meetings (committees / information sessions) and events (forums/workshops).
6. Participate in presentations to members and interested organizations, expanding the public's knowledge of the BRBC and the issues in the basin.
7. Develop and maintain an understanding of the BRBC's position on current issues and trends. Be able to deliver BRBC messages and positions on issues to the public (via forums, workshops, etc.) where appropriate and as determined by the Board or Executive Director.
8. Support the effective functioning of Standing Committees (note taking, sourcing materials, catering, and equipment)
9. Support the maintenance and development of the BRBC web site.
10. Participate in and support fund development activities.

Secondary duties

1. File and records management.
2. Create and maintain e-file photo libraries.
3. Support financial administration as needed.

Skills/Abilities:

- General knowledge of watershed management across disciplines, sectors and jurisdictions.
- Experience managing programs and projects involving volunteers and stakeholders in an inclusive and collaborative environment.
- Excellent oral and written communication skills; presentation skills and attention to detail when communicating.
- Ability to manage multiple priorities and consistently produce results within timelines.
- Analytical, problem solving and judgement skills.
- Conflict management and issues-management skills.
- Ability to develop and maintain positive working relationships internal/external contacts and stakeholders/partners/clients.
- Ability to use standard office software applications.
- Website management, conduct surveys/etc, survey analytics, social media

Job Requirements

Education:

- A Bachelor's degree in planning, science (biology, geography, environmental science, etc.), business administration, or a related discipline and a minimum of 3 years of recent (within the last 5 years), related experience* OR
- A minimum of 5 years of recent (within the last 7 years) related experience*

Preference may be given to candidates with any of the following:

- GIS training and working knowledge.
- Professional knowledge of regional planning and legislation, economic development and inclusive stakeholder processes

Other

- Must be willing and able to travel and to work overtime when required.

Closing Statement

We thank all candidates for their interest. All applications will be reviewed to determine which candidates' education and experience best meets the needs of the position. Only individuals selected for interviews will be contacted.