



## **Nashwaak Watershed Association Inc.**

### **Job Opportunity**

#### **Project Manager**

**Starting Date July 4, or to be negotiated**

Reporting to the Board of Directors, the Project Manager has direct responsibility for the day-to-day project and program operations of the Nashwaak Watershed Association Inc. (NWA). This includes responsibility for delivering current project commitments, budgeting, reporting, financial reporting, staff and volunteer oversight where necessary, and ongoing project and fund development to ensure the organization's financial sustainability.

#### **Requirements:**

The successful candidate will possess the following qualifications, experience and skills:

- A minimum of an undergraduate university degree or college diploma in management or environmental management or sciences or equivalent job experience.
- The candidate must have the experience to demonstrate the ability to develop, plan and deliver projects and programs on time and within budget.
- The candidate must have the experience to demonstrate the ability to keep detailed project reports, including financial reporting.
- The candidate must have the organizational skills to oversee and guide staff and volunteers when necessary to complete projects.
- The candidate must be able to represent the NWA and communicate its work to the public through a variety of channels; social media, web, public speaking, community engagements and others.
- The candidate must have the ability to pursue, negotiate and develop funding partnerships in alignment with the mission and mandate of the Association to ensure the future financial sustainability of the organization.

#### **Assets:**

- Knowledge of and passion for the issues and challenges facing non-profit organizations in general and the Nashwaak River watershed in particular.
- Knowledge of and passion for environmental conservation and restoration.
- At least 3 years previous experience in project management and leadership.
- Communications skills to enable the Association to build membership, volunteers, and increased local presence.
- Experience in reporting to or serving on a board of directors.

#### **Qualifications:**

Experience: 3 to 5 years experience in a similar role.

Language: English written and spoken, with the ability to communicate in French an asset.



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### **Additional Information**

The NWAI is committed to employment equity and diversity in the workplace. The position is a 39-week contract, July 4, 2016-March 31, 2017. Contract value: \$34,000-\$38,000 based on qualifications.

### **To Apply:**

Please submit a detailed resume and cover letter at [info@nashwaakwatershed.ca](mailto:info@nashwaakwatershed.ca) with attention to HR Committee. Deadline is 4pm June 20, 2016. Only those short-listed for an interview will be contacted.