



Project Coordinator

Location: Fort Smith

20 hours per week

\$35 per hour

Deadline to Apply: March 11, 2018

From Canada's big cities to its remote land, waters, and rural communities, Tides Canada provides uncommon solutions for the common good.

Our mission is to help Canadians secure a healthy environment in ways that promote social equity and economic prosperity. To tackle the complex environmental and social problems that we face in Canada today, Tides Canada provides strategy, expertise, and tools to ensure changemakers can get from vision to impact.

Position Overview: The Slave River Coalition (SRC), a project on Tides Canada's shared platform, brings people and communities together to **secure, protect, and restore** the natural balance of the Slave River and its connected waterways, a source of life sacred to all living beings. We raise awareness and appreciation for the cultural, recreational, ecological, and social importance of the Slave River and the ecosystem it supports.

Reporting to the Steering Committee and Project Director, the Project Coordinator will be responsible for carrying out the priorities of SRC in Fort Smith and surrounding communities that share the Slave River watershed. The Project Coordinator will work closely with Tides Canada finance and operations staff to ensure SRC complies with organizational policies and regulatory requirements.

Key Responsibility Areas: Duties will include event planning, fundraising, research, facilitation and administration. The Coordinator will work to form partnerships with local and Indigenous governments and communicate our projects to the public. Project funds are available for this position until November 2018 and we hope that the successful candidate will develop funding to make this a permanent position.

Requirements

- Strong organizational skills
- Ability to work independently
- Excellent communication skills
- Familiarity with local community and principles of sustainability an asset
- Familiarity with charity operations an asset
- Event planning experience an asset
- Fundraising experience an asset

**Uncommon Solutions.
Common Good.**



- Social media and website management an asset

How to Apply

Together with your resume, please forward a cover letter which includes your responses to the following questions:

1. How did you hear about this position?
2. What interests you most about this position?
3. Briefly tell us how your skills and experiences are a good fit for this position.
4. Briefly tell us about your current/most recent job. Why are you looking for a change?
5. What do you love about the Slave River?

Please send your resume and cover letter with your responses to the above questions to **Becky Kostka** at becky@slaveriver.org by **March 11, 2018**. Thank you.

For more information about SRC and Tides Canada, please visit:

Slaveriver.org

<http://tidescanada.org/approach/shared-platform/>

*As SRC is on Tides Canada's Shared Platform,
the selected candidate will be an employee of Tides Canada.*

***Tides Canada is strongly committed to creating a diverse workplace environment and we welcome and encourage applications from the communities we serve.
We are proud to be an equal opportunity employer.***

Tides Canada will provide accommodation during all steps of the hiring process, upon request, to applicants with disabilities. Please advise us if you need any accommodation.

Our sincere appreciation to all those expressing interest in the position, however, only those applicants invited for an interview will be contacted. Thank you for your interest!

We will accept applications until the position is filled. No phone calls or recruiters please