

Position Title: Program Associate, Healthy Watersheds Initiative
Salary Range: \$60,000 to \$70,000/year plus benefits (commensurate w/experience)
Employment Type: Full time, Term Position - Jan 2021-Mar. 2022 (position may be extended)
Closing Date to Apply: December 7th, 2020
Location: Victoria, BC or Vancouver Island, desirable (potential for other BC locations)

The opportunity

Watersheds BC, a project of Make Way, is hiring a candidate for a full-time, Term Position to support the implementation, shared learning, and grants administration support for the Healthy Watersheds Initiative (HWI). Reporting to the Program Director, the successful candidate will play a key role as part of a team, working with the Real Estate Foundation of BC, funded organizations, community and Government partners and an Indigenous Leaders Advisory Circle to support shared program goals and outcomes.

Background

[The Healthy Watersheds Initiative \(HWI\)](#) was created with funding provided by the BC Provincial government's Economic Recovery Plan. The purpose of this initiative is to support economic stimulus through job creation, promote healthy watersheds through conservation and restoration activities, support advancement of UNDRIP implementation and provide opportunities for skills development and learning. The \$27 million investment from the BC Provincial government will support more than 60 projects from across BC. The Real Estate Foundation of BC, in partnership with Watersheds BC, will manage the Initiative, and administer funding, support evaluation and learning, and identifying opportunities to strengthen community relationships. This Initiative will report on results and share outcomes and learnings with Indigenous and non-Indigenous communities and governments across BC. The HWI is committed to prioritizing and building relationships centered in reciprocity with First Nations through this work.

Watersheds BC (WBC) is a partnership initiative of the BC Freshwater Legacy Initiative, First Nations Fisheries Council, POLIS Water Sustainability Project, and the Centre for Indigenous Environmental Resources. WBC supports water leaders by equipping them with the knowledge, skills, and connections they need to engage effectively in their watershed. WBC works with water leaders across many organizations including First Nation, local government staff, watershed boards and roundtables, provincial government staff, and other community champions.

REFBC is a philanthropic grant making organization that works to advance sustainable land use and real estate practices that contribute to thriving, resilient communities and natural environments across British Columbia.

The Program Team

What we're looking for:

The Program Team members will work in partnership, collaboratively across organizations. As part of this friendly and supportive team, you're passionate about creating more equitable, sustainable, and inclusive communities that protect our shared lands and waters. You're excited to help implement a program that makes grants, connects people and communities, advances Indigenous leadership, and shares learning. Credibility and experience working with Indigenous, immigrant, and/or racialized communities is important. You have demonstrated ability and experience working collaboratively to carry out shared duties, and support team, organizational and partner needs. You are comfortable working in an emergent environment where you exercise your ability to adapt priorities as they evolve.

You have strong interpersonal skills, a high degree of emotional intelligence, ability to consider and balance diverse viewpoints, and engage in collaborative decision making in a constructive, flexible and positive manner. You have an ability to initiate projects and work independently to complete them with a high degree of self-direction, initiative, integrity, and good judgement. You can present ideas and fulfill program requirements with clarity, adaptability and accountability.

Scope of the Position

The HWI program team will be made up of 5 team members from both Real Estate Foundation of BC (REFBC) and Watersheds BC (WBC). WBC is looking for a *Program Associate* to support the successful launch and delivery of the HWI Program. The ideal candidate is both a logical and creative thinker who can handle multiple tasks, balance competing priorities, and suggest and establish clear processes. A high degree of emotional intelligence and excellent written and oral communication skills are essential.

As this is a new program being co-created by REFBC and WBC over a short time period, we are looking for someone who is flexible, adaptable and comfortable with shifting plans, priorities, and 'planning as we go'. This is a great opportunity for a high-capacity individual with a wide-ranging skill set and interests, who is detail-oriented, and can foster positive internal and external relationships, while providing systems and team support. The role requires program coordination and administration that will support a variety of watershed organizations, Indigenous governments, local governments, and communities to implement projects that will support local watershed security

The HWI Program Associate role requires collaboration with funding recipients, the HWI team and WBC team to:

- Support funding recipients with operational requirements related to the granting process, including evaluation and reporting.
- Facilitate understanding of program processes.
- Support program work planning, project communications, reporting, evaluation, and liaise with REFBC team members on these matters.
- Support networking, storytelling, learning among initiative participants by contributing to identifying best practices, and seeking opportunities for cross project learning, by documenting and sharing lessons learned.
- Support functions such as meeting facilitation, writing correspondence, scheduling meetings, maintaining records, and liaising with internal and external partners/participants
- Provide and discuss information related to project adaptations, changes in deliverables/timelines, budgets.
- Support functions such as meeting facilitation, writing correspondence, scheduling meetings, maintaining records, and liaising with internal and external stakeholders.
- Provide technical and other supports for the above responsibilities.
- Representing HWI/WBC at related collaborations and engagement opportunities.

We are looking for someone familiar in the water stewardship and environmental arenas who is active and passionate about their work, as well as innovative and grounded in an understanding of reconciliation and supporting an initiative working to build and revitalize relationships among Indigenous and non-Indigenous Canadians.

Experience

- Minimum 3-5 years hands on project experience in supporting the implementation of a program or project, ideally focused on environmental or water-related management.
- Experience with building good relationships or partnerships with a range of organizations including but not limited to the public and private sector, civil society, and academia.
- Education and/or work experience that reflects a passion or interest in environmental conservation and/or social inclusion an advantage

- Experience working with grants support or management is desirable

Qualifications

- University/Master's degree in geography, environmental studies, Indigenous studies, natural resources management, political science or a related field.

Skills

- **Communication:** Excellent written, oral and presentation communication skills.
- **Project Management:** Ability to coordinate and manage multiple tasks with excellent project management skills.
- **Interpersonal:** Service-oriented work style, with excellent interpersonal skills, able to work effectively and harmoniously with all. Confidence to work independently as part of a virtual team, taking initiative where appropriate, and actively seeking direction when needed.
- **E-literacy:** Excellent e-skills, including the ability to use modern office technology and related software. Excellent knowledge and experience with Microsoft and Google Suite programs - word processing, spreadsheet, and presentation software. Experience with digital conferencing and project management platform desirable.

Competencies

- **Professionalism:** Demonstrating/safeguarding ethics and integrity. Demonstrates corporate knowledge, self-development and initiative-taking. Ability to work in a multi-cultural environment based on mutual respect and tolerance. Ability to exercise good judgement, discretion and tact in handling sensitive issues.
- **Planning and Organizing:** Excellent organizational and task management skills, with appropriate attention to details and ability to prioritize work among multiple competing demands, and under tight deadlines. Ability to manage multiple workflows at the same time. Ability to thrive in a fast-paced work environment where adaptability is essential. An ability to communicate roadblocks and recommend solutions.
- **Partnership and Relationship Building:** An ability to build or maintain ethical relationships or networks or contacts. A demonstrated desire to work co-operatively with all stakeholders to meet mutual goals. It involves an awareness that a relationship based on trust is the foundation for success in delivering results.
- **Teamwork:** Contribute to team culture and share responsibility for decision-making and results. Places team agenda before personal agenda. Acts in accordance with final group decision; shares credit for team accomplishments and accepts joint responsibility. Ability to "lead from behind" and work without direct authority to deliver timely and high-quality products.
- **Personal:** A good sense of humor. Love for nature, its beauty and a curiosity around the subject matter that Watersheds BC engages with. Willingness to 'get the job' done with a positive attitude to take on a wide range of tasks.

Working and Living Conditions:

We hope that you're excited by the possibilities that come with working with Watersheds BC

- Must be able to work from a home or shared workspace
- Some flexibility in work hours is an asset (typical hours 9-5)
- Some work-related travel (subject to COVID-19 restrictions)

How to Apply:

Please send a cover letter and resume (in a single PDF file) to info@watershedsbc.ca by **December 7, 2020**. Please start the subject line with "APPLICATION – Program Associate". We thank all applicants for their interest in the position, however, only those who are selected for interview will be contacted. Thank you.



As Watersheds BC is a project on the MakeWay shared platform, the selected candidate will be an employee of MakeWay. MakeWay is proud to be an inclusive equal opportunity employer. MakeWay will provide accommodation during all steps of the hiring process, upon request, to applicants with disabilities. Please advise us if you need any accommodation.