



Operations Coordinator
October 2021 – September 30, 2022
4 days/week

Virtual home office, preferably based in Vancouver, Victoria or Nanaimo

MakeWay is a national charity and public foundation with a goal to enable nature and communities to thrive together. We do this by building partnerships, providing solutions, grants, and services for the charitable sector across the country.

Watersheds BC

Watersheds BC (WBC) is a project on MakeWay's shared platform. 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.

The Opportunity

Watersheds BC is seeking a Operations Coordinator. The Operations Coordinator reports to the Director. The Coordinator is responsible for providing coordination and administrative support to WBC. The Operations Coordinator will work closely with and support the Director and other WBC staff to deliver on Watersheds BC's programs, projects, and priorities. This position offers the opportunity for growth and exposure to a wide range of experiences in a dynamic and supportive work environment.

Anticipated Start Date: October, 2021

Salary range: \$45,000 - \$56,000/year, based on experience

Specific Duties & Responsibilities:

- Oversee day-to-day operations, including administrative responsibilities, coordination, orientation, and communications among team members and across program areas.
- Support project management activities such as project tracking, budgets, grant reporting, contracts, and People and Culture policies and procedures.
- Support some communication activities such as update WBC website content, collect content for e-newsletters, and support the development of other communications materials as-needed (e.g., presentations, invitations).
- Support and nurture strong relationships with a broad range of partner groups and individuals.
- Provide administrative support for the Indigenous Watershed Champions Initiative delivery.
- Support activities under the WBC Healthy Watersheds Initiative as required.
- Organize, take notes, and synthesize discussion at Watersheds BC team and quarterly Steering Committee meetings.
- Provide logistical and organizational support for workshops, webinars, meetings, learning events, and lead post-event reporting and summaries.

Education:

- University degree in geography, political science, environmental studies/science, education or other relevant subject area.

Toronto
832 College St.
Toronto, ON M6G 1C8

Vancouver
400-163 West Hastings St.
Vancouver, BC V6B 1H5

Yellowknife
300-4902 49 St.
Yellowknife, NT X1A 2P8

makeway.org
1.866.843.3722

Our Ideal Candidate:

- You have project management and document management experience in a start-up organization and/or complex working environment.
- You have strong organizational skills, excellent prioritization, and time management skills, with an ability to multi-task.
- You've worked in the non-profit sector.
- You have experience coordinating and facilitating online and in person meetings: scheduling, agendas, and minutes.
- You have experience with online communication tools such as Mailchimp and wordpress.
- You pay attention to detail and have great problem-solving skills.
- You have excellent writing and verbal communication skills.
- You have the ability to self-motivate, a desire to learn, and a curiosity about freshwater protection.
- You are flexible and able to adapt to changing priorities in a dynamic work environment.
- You are can work independently as part of a virtual team, taking initiative where appropriate, and actively seeking direction when needed.

Assets:

- Experience working with Indigenous communities
- Knowledge of office management systems and procedures
- Proficiency in MS Office, MailChimp, Google Suite, Wordpress (desirable)
- Excellent time management skills and the ability to prioritize work
- Additional qualifications or experience in project administration and event planning will be a plus.

Working and Living Conditions:

The Operations Coordinator will work out of a virtual home office, preferably based in Vancouver, Victoria, or Nanaimo.

Please send your resume and cover letter to: info@watershedsbc.ca

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

As Watersheds BC is on MakeWay's Shared Platform, the selected candidate will be an employee of MakeWay.

MakeWay 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.

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.

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!