

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.

Position Overview

IPCA Innovation Program, a project on MakeWay's shared platform, seeks to establish Indigenous protected and conserved areas across Canada – starting with an innovation centre in Clayoquot Sound - to build capacity, mobilize knowledge and facilitate Indigenous-led conversation and stewardship initiatives. The Program Coordinator reports to and supports the Co-Project Directors in all matters related to IPCA Innovation Program activities in accordance with MakeWay policies and procedures.

Anticipated Start Date: November 1, 2021

Location: Flexible, British Columbia (preference for Vancouver Island)

Salary range: \$50,000 - \$60,000 (dependent on experience you bring)

Key Responsibilities

- Support the creation of long-term mission and short-term goals of the IPCA Innovation Program, planning for successful achievement of project goals and implementing work plans.
- Participate in the design, planning, and implementation of programmatic activities. This includes broad logistical support for IPCA Innovation Program workshops and events: setting dates and times; booking facilities; arranging food and beverage service; making travel arrangements and booking equipment; and clarifying travel expense entitlements, completing documentation, and processing travel expense claims and invoices.
- Support collaboration with national and international IPCA allies.
- Work with the Project Directors and MakeWay Finance Lead to process invoices and expense claims, track awards spending and financial records, and review weekly and monthly financial reports.
- Maintain electronic files, distribute information, monitor deadlines, and respond to requests for information as required, including tracking key tasks and events.
- Manage current and upcoming program contract agreements, assist with drafting and filing a variety of contracts paperwork, and maintain excellent working relationships with clients to ensure their needs are met.
- Work with the Project Directors to track and report all regulated activity as it occurs throughout the year, review updates, and complete requests on time and in full.
- Support the development and implementation of a robust fundraising strategy to meet project expenses.
- Monitor calendar and coordinate meetings and travel for the Project Directors, including preparing correspondence and recording meeting minutes.

Qualifications Required

- Two years' of related work experience in administration/project coordination.
- Excellent oral and written communication skills.
- Strong multi-tasking, time-management, and organizational skills.
- Experience working with systems and technologies to achieve overall program outcomes and improve team workflow.



Preferred experience and skills:

- Experience working with Indigenous communities
- Experience in the charitable/non-profit sector
- Experience with project management

Hardware/Software Experience and Skills:

- Familiar with Microsoft Office Suite, including strong Outlook and Excel proficiency.

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 experience do you have with Indigenous-led conservation and/or what do you hope to learn via this role?

Please send your resume and cover letter with your responses to the above questions to admin@ipcainnovation.ca. **Applications will be accepted until the position has been filled. Thank you.**

For more information about MakeWay, please visit:

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

*As IPCA Innovation Program 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!

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