



## **Job Posting**

**Job Title:** Program Manager

**Organization:** Atlantic Water Network – MakeWay Charitable Society

**Job Location:** Halifax, NS / Hybrid

**Position Details:** 32 hours / 4-day work week

**Salary:** \$51,000 – \$54,000 with comprehensive benefits package

**Contract Term:** February 2025 – February 2026 (1-year contract with possibility of extension)

**Closing Deadline:** January 2, 2025, by 5:00pm AST

### **About the Atlantic Water Network:**

Atlantic Water Network (AWN), a project on MakeWay's Charitable Platform, is Atlantic Canada's hub for Community-Based Water Monitoring, supporting a growing network of over 100 community partner organizations throughout the Atlantic provinces. AWN creates shared learning opportunities, offers tailored technical support, provides open-access tools and resources, and promotes water priorities at both regional and national scales. AWN is a member of the National Community-Based Water Monitoring Collaborative, and the regional lead for Atlantic DataStream, an open-access water quality database.

We are dedicated to strengthening Community-Based Water Monitoring in Atlantic Canada to ensure our freshwater ecosystems are healthy and stewarded for all generations. We are looking for an experienced Program Manager with a passion for freshwater stewardship and community-based environmental work to join our team.

### **About Your Opportunity:**

Reporting to AWN's Director, the Program Manager will provide important networking and strategic leadership to support Community-Based Water Monitoring (CBWM) across Atlantic Canada. You will manage AWN's existing programs, including our Equipment Bank, training programs, and online tools/resources, as well as explore and develop new programs to meet the needs of our community partners. With a strong understanding of Atlantic Canada's freshwater resources, you will work with a wide variety of environmental stakeholders, including CBWM groups, NGOs, academia, Indigenous organizations, science advisors, and all levels of government.

The Program Manager will work closely with AWN's Director to ensure the successful delivery of all grants, contracts, and programs. Current priorities include supporting CBWM in data-deficient regions, adapting to the changing needs of Atlantic Canada's CBWM groups, and promoting the value and importance of CBWM programs at local and national levels. The Program Manager will lead the management of AWN's new 3-year project in the Wolastoq/Saint John River watershed, requiring occasional travel to New Brunswick.

**Responsibilities will Include:**

- Manage the successful operation of the Halifax Equipment Bank, including equipment maintenance, liaising with community groups and regional Equipment Hubs, and providing training as needed.
- Deliver virtual and/or in-person training programs for CBWM groups as needed, including Water Monitoring Bootcamps, Data Management, and Equipment Training.
- Work with web developers to maintain and continually develop open-access online tools/resources on AWN's website.
- Contribute to the development of resources to support CBWM groups, including training materials, how-to/best practice guides, promotional/information materials, etc.
- Build relationships and partnerships, representing AWN at events, meetings, conferences, etc.
- Support the planning and delivery of AWN's virtual Annual Network Meeting.
- Contribute to AWN's communications and marketing activities including social media, quarterly newsletters, blog posts, website content, etc.
- Contribute to the development and delivery of grants and contracts, including project/program development, grant writing, and reporting.
- Supervise and manage seasonal staff and summer interns as needed.

**Required Qualifications and Experience:**

- Post-secondary education in the environmental/conservation science fields.
- A minimum of 3-5 years of experience managing environmental projects/programs.
- An understanding of water quality monitoring, freshwater ecosystems, and water resource management.
- An understanding of environmental data management, analysis, and reporting.
- An understanding of freshwater issues, governance, and conservation in Atlantic Canada.



- Experience developing and facilitating workshops, meetings, and training events.
- Highly organized with the ability to effectively prioritize and execute a diversity of tasks and responsibilities.
- Experience and high competency in project management, technical writing, grant writing, and reporting.
- Experience working and communicating with a variety of stakeholders from volunteers and community groups to researchers and government officials.
- Fluency in verbal and written French is not required but is considered an asset.
- Class 5 Driver's License and access to a vehicle for work purposes.

### **Working Conditions:**

The Program Manager will enjoy a hybrid 4-day work week, offering a flexible work-life harmony. This position requires 1-2 days at our Halifax office (6080 Young Street) during the field season when the Equipment Bank is operating in full swing. Willingness to travel throughout Nova Scotia and to other Atlantic provinces is required. AWN's 3-year project in the Wolastoq/Saint John River watershed will require occasional travel throughout New Brunswick (likely 1-3 times per year). This position will involve computer work, maintenance and use of water monitoring equipment, and occasional fieldwork in freshwater and riparian environments.

### **How to Apply:**

If you are qualified and interested in this position, please **submit a cover letter and resume, combined in one PDF document**, to Shanna Fredericks at [shanna.fredericks@atlwaternetwork.ca](mailto:shanna.fredericks@atlwaternetwork.ca) before **January 2, 2025, by 5:00pm AST**.

Atlantic Water Network-MakeWay is an equal opportunities organization and welcomes applications from underrepresented communities such as Indigenous and Aboriginal People, 2SLGBTQ+ persons, African Nova Scotians and other Racially Visible Persons, or women in occupations or positions where they are underrepresented. Applicants are encouraged to self-identify in their submission.

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 and providing solutions, grants, and services for the charitable sector across the country. For more information about MakeWay, please visit: <http://makeway.org/approach/shared-platform/>