

**Position:** Project Associate

**Term:** Full-time, 1 year, 34 hours per week (4.5 days per week)

**Salary:** \$60,000-\$65,000 per year depending on qualifications and/or experience; 3 weeks vacation, benefits including health, dental and Employee Assistance Program (EAP)

**Start date:** March 2025 depending on the selected applicant's availability

**Location:** Located in British Columbia. Work remotely from a home office with the ability to travel periodically. Options to work from shared office space may be considered.

## Summary

Our initiative is focused on improving the health of watersheds for the benefit of communities across BC and all living things. Our work involves bringing people together to strengthen watershed security and we do this through a variety of partnerships and coalitions at provincial and regional scales.

- We are looking for a dynamic self-starter who excels in task delivery, building relationships, and who will thrive in a collaborative, adaptive environment.
- This role requires excellent project management skills, strong communications, and demonstrated experience in areas such as facilitation, coalition-building, and policy engagement.
- The role provides considerable opportunity for learning, growth and leadership development.

## About BC Water Legacy

BC Water Legacy is a project on MakeWay's Shared Platform.

- BC Water Legacy envisions a future where all watersheds in BC are healthy and resilient. We seek to achieve this vision by supporting world class watershed governance that brings together governments, Indigenous Nations, water users and communities to make better decisions for the benefit of water, and everything that depends on it.
- MakeWay is dedicated to a healthy environment, social equity, and economic prosperity for all Canadians. We bring giving, investing and doing under a single roof so that we can accelerate positive change, achieve greater impact and advance solutions across Canada.

## Core Duties & Responsibilities

The Project Associate will be an essential part of the BC Water Legacy team, involved in all aspects of our work. In particular, the Project Associate will work closely with the Program Manager for Government Relations and Engagement to support the efforts of the BC Watershed Security Coalition.

### BC Watershed Security Coalition Responsibilities

BC Water Legacy operates as the Secretariat (operational support team) for the BC Watershed Security Coalition. As an active member of this team, your responsibilities will include:

- **Organizing and coordinating meetings** of the BC Watershed Security Coalition, including Steering Committee, Working Group and Member meetings
- **Supporting communications**, including development of website content, newsletters, member action kits, and publicly available materials that elevate the priorities of the Coalition and facilitate shared learning
- **Assisting government relations and policy positions** through research, engaging with experts and knowledge holders, and drafting briefing notes and powerpoint slides
- **Building relationships and engaging members** through online conversations and in-person field visits to meet with current or new members in their watersheds and to learn about the priority issues facing these watersheds
- **Hosting learning webinars** for Coalition members based on priorities and areas of common interest of the membership
- **Supporting the ongoing governance of the Coalition**, including engaging new members for the Steering Committee, Knowledge Council and Working Groups

### BC Water Legacy Responsibilities

- **Attending BC Water Legacy team meetings** and participating in strategy development and planning work
- **Participating in BC Water Legacy's watershed governance work** to identify models and best practices in BC and beyond, and how those can be scaled up provincially
- **Organizing events** that bring together partners to identify key strategies and pathways to address water issues in BC
- **Supporting other program areas and partnership initiatives** such as Working for Watersheds, and the Indigenous Watershed Champions Retreat
- **Participating in watershed-focused events and gatherings** that connect with the work and priorities of BC Water Legacy
- **Organizing meetings of the BC Water Legacy Steering Committee** and assisting the Project Director with funder engagement and relationship building

## Essential Strengths, Skills and Experience

- This position excites you and connects with your core values. You have a curiosity to learn about the work of watershed security and watershed governance, and enjoy the challenge of working on interconnected and complex issues
- You have strong organizational skills and attention to detail
- You know how to set priorities when there are multiple demands on your time, and you are able to effectively adjust priorities to adapt to changing circumstances
- You have good experience building relationships in a dynamic environment that involves understanding multiple perspectives and interests
- Previous experience working in partnership with First Nations is an asset
- You have experience working in the non-profit sector and have successfully operated in a virtual office environment
- You enjoy working in small, collaborative teams and are ready to contribute to a work culture that prioritizes the professional and personal growth of its staff
- Proficiency working in Google Drive and experience with WordPress and MailChimp (or similar e-marketing platform) are all assets

## How to apply

Send us a detailed email, a video clip of you, and/or a resume document, telling us:

- A bit about who you are.
- Why the program associate position is of interest to you.
- What skills, attitude and heart you bring to this work, and where you have learned these.
- About your work history, volunteer work, or community contribution. How will this translate to being successful in this role?

Please email your submission to [tim@bcwaterlegacy.ca](mailto:tim@bcwaterlegacy.ca) for consideration by **8:30 AM on February 20th**.

*Our sincere appreciation to all who express interest in the position. However, only those applicants invited for an interview will be contacted. Thank you for your interest! No phone calls or recruiters please.*

**BC Water Legacy and MakeWay are strongly committed to equity and creating a diverse workplace community. We strive to reflect the diversity of our society on our teams and to provide a respectful workplace and equal working opportunities for all employees and applicants. We welcome and encourage applications from the communities we serve and for all qualified applicants to apply. If you require accommodations at any point during the application or hiring process, please contact [tim@bcwaterlegacy.ca](mailto:tim@bcwaterlegacy.ca).**

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