

**Program Coordinator
PEI Watershed Alliance**

**FULL-TIME TEMPORARY CONTRACT POSITION
Commencing July 12, 2021 until April 1, 2022, possible extension**

The PEI Watershed Alliance is seeking to staff a contract position to provide program management support for several environmental projects. Reporting to a Watershed Alliance governance sub-committee, the primary purpose of this position is to provide project management support in the planning, executing, monitoring and reporting stages of various projects

Working in collaboration with as many as 25 community-based watershed groups across Prince Edward Island, the primary expectations for this position include connecting the Alliance and member groups with specific resource experts; assisting member groups in meeting program objectives; coordinating training and communication among groups and the Governance subcommittee; tracking and reporting on project milestones, issues, and risks; and coordinating a change management process as required.

Duties will include:

- Working collaboratively with the Watershed Ecologist to align project specific deliverables with long-term Watershed Alliance goals;
- Establishing and maintaining effective working relationships with watershed groups and key stakeholders;
- Collecting and assessing proposals for future projects and providing recommendations to the Governance subcommittee;
- Providing logistical support for the program including the collection, tracking and reporting of all project related artifacts (project timelines, milestones, records of decisions, status reports, issue sheets, change requests, lessons learned, budgets and projections);
- Coordinating media events and announcements related to the program;
- Compiling and sharing final report documents and standard operating procedures;
- Other related duties as required

Minimum Qualifications:

- 3 years' experience in integrated watershed management and in project management
- 3 years' experience working with non-governmental organizations and Boards of Directors
- Knowledge of PEI's watershed groups and key land use issues that impact watersheds
- Excellent oral and written communication skills, including preparation of reports and delivering presentations
- Significant experience working with Microsoft Excel
- Experience facilitating meetings and ability to build consensus among various stakeholders
- Ability to work under pressure with tight timelines and flexible working hours
- Experience budgeting and allocating resources
- Ability to work autonomously with a high degree of initiative
- Must have a valid driver's license and own vehicle

Preference may be given to candidates that also possess any of these additional qualifications:

- Bachelor of Science Degree in a related field (e.g. Biology, Ecology, Environmental Management)
- PMP certification would be considered an asset
- Additional relevant education and experience

Note: Please ensure your application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

Contract Range: \$22.00 - \$25.00 per hour depending upon experience
Bi-weekly hours: 75.0 hours bi-weekly
Closing Date: Monday, July 5th 2021 - 4:00 p.m.

Please submit your application including a resume, cover letter and names of 3 references to:

ecologist@peiwatershedalliance.org

