

The Opportunity

Watersheds BC, a project of Make Way, is hiring for a full-time, term-position to support the implementation, shared learning, and grants administration support for the Healthy Watersheds Initiative (HWI). Reporting to the Director, the successful candidate will play a key role as part of a team, working with the Real Estate Foundation of BC, funded organizations, community and government partners and an Indigenous Leaders Advisory Circle to support shared program goals and outcomes.

Employment Terms

Position Title: Program Associate, Healthy Watersheds Initiative
Salary Range: \$60,000 to \$65,000/year plus benefits (commensurate w/experience)
Employment Type: Full time, Term Position – March 2022 - December 2022 (possibility of extension)
Closing Date to Apply: February 25, 2022
Location: Remote (within BC), Victoria or Vancouver Island desirable

Background

The [Healthy Watersheds Initiative](#) (HWI) was created with funding provided by the BC Provincial government's Economic Recovery Plan. This initiative is supporting economic stimulus through job creation, promoting healthy watersheds through conservation and restoration activities, supporting advancement of UNDRIP implementation and providing opportunities for skills development and learning. The \$27 million investment from the BC Provincial government is supporting more than 60 projects across BC. The Real Estate Foundation of BC, in partnership with Watersheds BC, is managing the Initiative, and administer funding, supporting evaluation and learning, and identifying opportunities to strengthen community relationships. The HWI program team is made up of 5 team members from both REFBC and WBC. This Initiative will report on results and share outcomes and learnings with Indigenous and non-Indigenous communities and governments across BC. The HWI is committed to prioritizing and building relationships centered in reciprocity with First Nations through this work.

Watersheds BC supports water leaders by equipping them with the knowledge, skills, and connections they need to engage effectively in their watershed.

REFBC is a philanthropic grant making organization that works to advance sustainable land use and real estate practices that contribute to thriving, resilient communities and natural environments across British Columbia.

What We're Looking For

We are looking for someone experienced in water stewardship and environmental arenas who is active, innovative, and passionate about their work, as well as grounded in an understanding of reconciliation and the work required to build and revitalize relationships among Indigenous people and non-Indigenous Canadians.

HWI team members work in partnership across organizations. As part of this friendly and supportive team, you're passionate about creating more equitable, sustainable, and inclusive communities that protect our shared lands and waters. You're excited to help implement a program that makes grants, connects people and communities, advances Indigenous leadership, and shares learning. Credibility and experience working with Indigenous, immigrant, and/or racialized communities is important. You have demonstrated ability and experience working collaboratively to carry out shared duties, and support team, organizational and partner needs. You are comfortable working in an emergent environment where you exercise your ability to adapt priorities as they evolve. This new program, co-created by REFBC and WBC over a short time, requires someone who is flexible, adaptable, and comfortable with shifting plans, priorities, and 'planning as we go'.

You have strong interpersonal skills, a high degree of emotional intelligence, ability to consider and balance diverse viewpoints, and engage in collaborative decision making in a constructive, flexible and positive manner. You have an ability to initiate projects and work independently to complete them with a high degree of self-direction, initiative, integrity, and good judgement. You can present ideas and fulfill program requirements with clarity, adaptability and accountability.

The ideal candidate is both a logical and creative thinker who can handle multiple tasks, balance competing priorities, and suggest and establish clear processes and systems. A high degree of emotional intelligence and excellent written

and oral communication skills are essential, while having a good sense of humor, a love for nature, and a curiosity around the subject matter we engage with will go a long way.

Scope of Work

The Program Associate role requires leadership and collaboration with funding recipients and the HWI team to:

- Work closely with the HWI Co-Directors and program team to contribute to program planning and implementation.
- Provide coordination and administration to support a variety of watershed organizations, Indigenous governments, local governments, and communities to implement projects that will support local watershed security.
- Contribute to reporting on quantitative and qualitative program metrics and outcomes.
- Lead in the planning and delivery of the HWI learning events, including a 1-day symposium.
- Contribute strategically to program evaluation and learning.
- Create and deliver written and verbal reports and presentations.
- Support funding recipients with operational requirements related to the granting process, including evaluation and reporting.
- Support program work planning, project communications, reporting, evaluation, and liaise with REFBC team members on these matters.
- Support networking, storytelling, and learning among initiative participants.
- Support functions such as meeting facilitation, writing correspondence, scheduling meetings, maintaining records, and liaising with internal and external partners/participants.
- Provide and discuss information related to project adaptations, changes in deliverables/timelines, budgets.
- Provide technical and other supports for the above responsibilities.
- Representing HWI/WBC at related collaborations and engagement opportunities.

Experience

- Minimum 3-5 years hands on project experience in supporting the implementation of a program or project, ideally focused on environmental or water-related management.
- Experience with building good relationships or partnerships with a range of organizations including but not limited to the public and private sector, civil society, and academia.
- Event coordination an asset.
- Education and/or work experience that reflects a passion and deep knowledge of environmental conservation and/or social inclusion.

Qualifications

- University degree (Masters preferred) in geography, environmental studies, Indigenous studies, natural resources management, political science or a related field.
- Must be a resident of BC.

Skills

- Communication: Excellent written, oral and presentation communication skills.
- Project Management: Ability to coordinate and manage multiple tasks with excellent project management skills.
- E-literacy: Excellent e-skills, experience with digital conferencing and project management platform (Salesforce) desirable.
- Data analysis and reporting: Superb analytical and data management and reporting skills.

Working and Living Conditions

We hope that you're excited by the possibilities that come with working with Watersheds BC:

- Must be able to work from a home or a shared/coworking space
- Some flexibility in work hours is an asset (typical hours 9-5)
- Some work-related travel (subject to COVID-19 restrictions)

How to Apply

Please send a cover letter and resume in a **single PDF file** to: info@watershedsbc.ca by February 25, 2022. Please start the subject line with "APPLICATION – Program Associate". We thank all applicants for their interest in the position, however, only those who are selected for interview will be contacted. Thank you.

As Watersheds BC is a project on the MakeWay shared platform, the selected candidate will be an employee of MakeWay. MakeWay is proud to be an inclusive 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.