

# Job Opportunity: Coordinator

May 17, 2019

**Note: MCDA is conducting anticipatory staffing for this position. If funding is approved, qualified applicants will be invited to interview and provided more details on the project.**

## Overview

Manitoba Conservation Districts Association (MCDA) and a consortium of partners are developing a project that will work with farmers in select sites throughout Manitoba to advance environmental outcomes. If funding is approved, MCDA plans to hire a Coordinator to handle project administration.

MCDA aims to have the Coordinator start in June 2019 and finish in March 2023 at the end of our funding agreement. The position is term-based, to be renewed April 1<sup>st</sup> annually, subject to continued funding availability and high-quality job performance. There is potential for extension beyond 2023 dependent on achieving additional funding.

This position is to be full-time at 40 hours per week. Consideration will also be given to highly qualified candidates who wish to work part-time.

MCDA's preference is to have the Coordinator based in our Winnipeg office at 1765 Sargent Avenue. Consideration will also be given to highly qualified candidates who wish to work from a different location in Manitoba. The Coordinator must be able to travel occasionally to Winnipeg (if not based in Winnipeg) and sites throughout rural Manitoba via car rental or their own vehicle (travel costs will be reimbursed).

## Duties

With training and management from the Executive Director, the Coordinator will provide administrative and logistical support to the project via the following duties:

- Collect information from partners to write reports to the funder;
- Collect invoices and work with MCDA's bookkeeper to disperse funding to partners;
- Collect research data and protect personal information of farmers based on the data management plan;
- Organize meetings and take minutes for the project committees;
- Provide writing and logistical support for the design, implementation, and revisions of the work plan;
- Draft other funding proposals to scale up the outcomes of the project;
- Support the Executive Director in communicating and coordinating with the funder and all partners;

- Support the Executive Director in ensuring that MCDA and partners are complying with our contribution agreement with the funder; and
- Other duties as assigned.

## Qualifications

Candidates must demonstrate:

- Strong organizational skills to support multiple complex tasks at the same time;
- Strong analytical skills and attention to detail to understand and fulfill reporting requirements;
- Strong verbal and written communication;
- Experience with standard office software (e.g. Word, Excel); ability to quickly learn new software and troubleshoot software problems;
- Strong ability to balance attention to detail with efficiency; understands when to ask for help and when to make their own judgement calls; and
- Ambition to take on more responsibility over time.

These qualifications are not required but are strong assets:

- Post-secondary degree in natural resource management, environmental studies, business, public policy, political administration, or non-profit management;
- Training or experience administering or interacting with government programs, funding administration, proposal writing, communications, event planning, office administration, or related areas;
- Experience working and building trust with agricultural producers;
- Experience working on agroecosystem research or projects (e.g. best management practices related to water management, soil health, etc.);
- Financial bookkeeping or accounting experience.

## Compensation

\$35,000 - \$45,000 annual salary based on qualifications and experience, plus benefits.

## Apply

To apply, email a cover letter and resume in a single PDF or Word document to Executive Director Sean Goertzen <[sean@mcda.ca](mailto:sean@mcda.ca)> by June 2, 2019.

Note that MCDA is currently conducting anticipatory staffing; see the notice at the start of this document.