



POSITION DESCRIPTION

Title: Program Coordinator, Northern Interior Region

Position Term:	Full-time (37.5 hours per week) with possibility of part-time from November 4, 2024 – October 31, 2025
Salary Range:	\$55-60K annually, plus a comprehensive benefits package
Application Deadline:	October 7, 2024 (5:00 pm PDT)
Estimated Starting Date:	November 4, 2024

The Fraser Basin Council Society (FBC) is a non-profit organization that advances sustainability in BC through facilitation, education and program management. We are seeking a full-time (with the possibility of part-time) Program Coordinator to support the FBC's Northern Interior region's programs and projects. This position is based in our Prince George office through a hybrid working arrangement (home and office).

Position Overview

Reporting to the Regional Manager, Northern Interior Region, this position helps to advance FBC's sustainability vision – *social well-being supported by a vibrant economy and sustained by a healthy environment* – in a manner consistent with the FBC Charter for Sustainability and the FBC 2021-2026 Strategic Plan.

The primary functions of the position are to: 1) provide coordination support for the Nechako Watershed Roundtable secretariat; 2) support air monitoring secretariats; and 3) support other regional priorities.

Essential Position Functions and Duties

- Assist with organizing meetings, producing and disseminating discussion summaries and meeting minutes, recording discussions, and organizing travel support applications when needed.
- Support program forms and funding applications managed by FBC, and track application status
- Help coordinate events and support regional programs, which may include travel to events outside of regular work hours,
- Assist with proposal and grant writing, and follow-up reporting

- Undertake background research on identified projects and develop content for websites and other communications products
- Act as a point of contact and engage with individuals, organizations and other stakeholders on program updates and opportunities

Regional Responsibilities

Communications

- Provide information to government, the private sector, communities and non-governmental organizations on the activities of the Fraser Basin Council and on key sustainability issues in the region
- Manage social media channels and create, coordinate and deliver a variety of print and online communications, including media releases, social media posts, newsletters and web content

Administration / Operations

- Assist in the preparation of background reports, briefing notes, progress reports and presentations to local governments, project partners, funders and other external audiences
- Aid with maintaining the effective operations of collaborative groups, which includes committee meeting planning, note-taking and liaison with committee members as needed
- Aid and support sound financial management within projects, which work includes tracking project expenditures, payables and labour allocations
- Assist in identifying and pursuing potential funding opportunities, including developing funding proposals
- Participate in Fraser Basin Council staff and Board meetings

Required Skills and Qualifications

Desirable Qualities, Skills and Qualifications

- Understanding of regional issues as they relate to sustainability
- Experience working with a variety of stakeholders and government representatives
- Experience working with Indigenous communities
- Experience in the planning and delivery of meetings, workshops and other events
- In-depth knowledge of climate change, human health, and local water and resource management issues and/or contextual factors (preferred)
- Attention to detail and experience in budget tracking, proposal writing, reporting and project management, preferably in a non-profit setting
- Excellent writing skills and well-developed interpersonal and communication skills
- Excellent computer skills and experience working with (or willingness to learn) creative applications (e.g., Adobe, Canva) and various social media platforms
- Willingness to work occasional evenings and/or weekends

Required Qualifications

- University or college degree in community, regional, land use or environmental planning; resource and environmental management; geography and/or expertise as relevant to the position, or equivalent experience.

Salary, Benefits & Work Environment

The salary range for this position is \$55-60K annually. FBC offers a comprehensive employee benefits package, which includes medical, dental and insurance coverage, an RRSP contribution matching program and professional development support.

Our organization is committed to creating a diverse and inclusive work environment and is proud to be an equal-opportunity employer. All qualified applicants will be given consideration regardless of race, ethnicity, gender, sexual orientation or disabilities.

Application Instructions

Please send your resume and a cover letter to careers@fraserbasin.ca.

Application deadline: **October 7, 2024 (5:00 pm PDT)**.

While we are grateful for your interest and all applications submitted, only short-listed candidates will be contacted.

About the Fraser Basin Council

The Fraser Basin Council (FBC) is a charitable non-profit society that brings people together to advance sustainability in British Columbia. Our vision is for *“Social well-being supported by a vibrant economy and sustained by a healthy environment.”*

The strategic priorities of FBC are to build sustainable and resilient communities, take action on climate change, and support healthy watersheds and water resources. For the past 27 years FBC has undertaken a wide range of collaborative, multi-sector initiatives. Our work includes programs on flood management, community wildfire planning, air quality improvement, energy efficiency, green transportation, watershed planning and youth climate action projects. For more information, please [visit our website](#).

We are grateful at the Fraser Basin Council Society to live and work on the unceded, ancestral territories of Indigenous Nations across British Columbia.