Fraser Basin Council

POSITION DESCRIPTION

Position Title:	**Program Coordinator, Upper Fraser (Prince George office)**
Position Term:	Full-time until March 31, 2020 with possibility of extension, subject to performance and available financial resources
Salary:	Commensurate with experience

Summary of Essential Job Functions

Reporting to the Regional Manager, this position assists in the effective implementation and administration of Fraser Basin Council programs and operations within the Upper Fraser region. This position is for an 14-month term of employment, starting in February 2019, with the potential for extension.

The key role of the Program Coordinator is to assist the Regional Manager in the coordination, implementation and administration of the Fraser Basin Council strategic plan and supporting work plans, in a manner consistent with our Charter for Sustainability.

Event and Project Coordination

- Providing coordination and administrative support roles to collaborative groups, including the Prince George Air Improvement Roundtable, the Nechako Watershed Roundtable, the North Central Local Government Association and Upper Fraser Regional Committee.

- Planning, designing and organizing logistical details and providing on-site support for project meetings, teleconferences, workshops, webinars and other related events.

Communications

- Providing information to government, private sector, community and resident interests on the activities of the Fraser Basin Council and on key sustainability issues in the region

- Assisting with the development and delivery of various print and online communciations, including media releases, newsletters and social media and online platforms (e.g., Facebook, Twitter, website/blog maintenance).

Administration / Operations

- Assisting in the preparation of meeting agendas, background reports, briefing notes, progress reports and meeting follow-up for the clients, project partners, funders and other external audiences
- Providing assistance to maintain the effective operations of collaborative groups, which includes committee meeting planning, note-taking and liaison with committee members as needed
- Providing assistance and support for sound financial management within projects, which includes tracking project expenditures, payables and labour allocations
- Assisting in identifying and pursuing potential funding opportunities, including developing funding proposals

Preferred Qualifications and Requirements

- Demonstrated skills in coordinating complex projects and working with a multi-disciplinary staff team
- Superior ability to communicate with people and engage with diverse jurisdictions, stakeholders, sectors and other partners and audiences
- Proven skills in effective communication through different media, including in-person communication, telephone, email, spreadsheets, document processing and and other web-based media
- Excellent research and writing skills
- Experience in the planning and delivery of meetings, workshops and other events
- Attention to detail and ability to track and manage budgets and expenditures
- Ability to take initiative and manage time, complete delegated tasks efficiently and work with minimal supervision
- Knowledge and understanding of environmental, economic and social dimensions of sustainability issues, policies and practices. A particular interest in local government would be an asset
- Willingness to travel within BC and to work occasional evenings and/or weekends
- University/college degree in community, regional, land use or environmental planning; resource and environmental management; geography; biology and/or expertise as relevant to the position.

How to Apply

Please send your resume and cover letter to Kim Menounos (kmenounos@fraserbasin.bc.ca) no later than **Tuesday, February 19, 2019**.

Thanks to all who apply for this position. Only those short-listed will be contacted. The Fraser Basin Council is an equal opportunity employer.