

Watershed Coordinator

The Watershed Coordinator is responsible for the successful leadership and management of our organization in conformance with the strategic direction set by the SSRWSI Board of Directors.

The Watershed Coordinator is responsible to the Board of Directors for the following:

General

- Act as the spokesperson for the SSRWSI; conduct official correspondence on behalf of, or jointly with, the Board.
- Represent the SSRWSI at activities; develop mutually beneficial relationships with members and other watershed organizations (e.g. Saskatchewan Association of Watersheds).
- With the Board, create and implement short and long term strategic plans, including updates to the South Saskatchewan River Source Water Protection Plan.
- Implement Board-approved policies. Review policies annually and recommend improvements to the Board.
- Advise the Board and Committees on all aspects of activity. Identify, assess, and inform the Board of any issues or opportunities.
- Ensure that the Board and the organization carry appropriate and adequate insurance coverage.

Administration

- Administer funding agreements; develop a work plan that follows the strategic direction of the organization.
- Monitor the day-to-day delivery of projects and services; maintain or improve quality.
- Determine staffing requirements; recruit, interview and select staff that have the right technical and personal abilities. Conduct annual or term performance reviews.
- Establish a positive, healthy, and safe work environment in accordance with all appropriate legislation and regulations.
- Coordinate events including Board meetings, Annual General Meetings, Watershed Advisory Committee meetings. Ensures that agendas and meeting notes are created and distributed appropriately.

Financial

- Prepare a comprehensive annual budget for Board review and approval.
- Research funding sources; write proposals to increase the funds and activities of the organization.

- Approve expenditures within the authority delegated by the Board.
- Ensure that sound bookkeeping and accounting procedures are followed.
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization.
- Create quarterly and annual reports relating to core funding of the Source Water Protection Plan and all other projects of the SSRWSI.
- Ensure that the organization complies with all legislation covering taxation and withholding payments.

Qualifications

Education and Experience:

Two years of post-secondary education (minimum) with either a University degree or Technical diploma in a relevant field of study.

Five or more years of progressive management experience in a voluntary or private sector organization.

Knowledge, Skills, and Abilities:

- Demonstrated ability to communicate effectively and to represent and promote an organization.
- Knowledge of and ability to implement leadership and management principals as they relate to non-profit/voluntary organizations.
- Working knowledge of all federal and provincial legislation applicable to voluntary sector organizations including: employment standards, human rights, occupational health and safety, charities, taxation, CPP, EI, health coverage, etc.
- Understanding of urban and rural watershed management and opportunities relating to the strategic direction of the organization.
- Human resources, financial, and project management.
- Proficiency in the use of computers for word processing, financial management, e-mail, website development and maintenance.

To Apply:

E-mail your cover letter and resume (include 3 references) to info@southsaskriverstewards.ca

Subject line: Watershed Coordinator Application: (your name)

Posting closes March 20, 2015 at 5 pm (SK time).

Only shortlisted applicants will be contacted.

Questions? Call the Stewards at: 1 (306) 343-9549