



JOB POSTING

www.ottawariverkeeper.ca

Riverkeeper seeks Program Coordinator

Title: Program Coordinator
Reports to: Executive Director
Status: Full-time
Location: Ottawa
Salary: \$30,000 - \$35,000

OVERVIEW: Ottawa Riverkeeper brings people together to protect and promote the ecological health and diversity of the Ottawa River and its tributaries. Expert and independent, our organization advocates for responsible decision-making; advances public education and participation; and ensures compliance with protective regulations throughout the watershed.

Ottawa Riverkeeper is a licensed member of Waterkeeper Alliance, an international coalition of grass-roots water protection organizations headed by renowned conservationist Robert Kennedy Jr. There are 172 Waterkeeper organizations working around the world to defend their local river, lake or bay.

We seek a committed, strategic and outgoing individual to join our team. If you are a highly organized individual with a passion for meaningful work and an interest in helping to facilitate the growth of a dynamic organization, this job may be for you.

The Program Coordinator works independently and co-operatively in a spirit of team work while maintaining the flexibility to adapt to the changing circumstances and priorities of a small, dynamic organization.

Reporting to the Executive Director, the Program Coordinator's **RESPONSIBILITIES INCLUDE:**

- Develop and execute strategies to significantly build Riverkeeper's membership and individual donors
- Maintain existing sources of funding while researching and developing new opportunities from foundations, corporations, governments, community partners and individuals
- Maintain communication with donors, strategic partners and member base; write reports, make phone calls, arrange meetings as required
- Provide administrative support to the fundraising team as needed, including letter writing, phone calls and event coordination
- Help plan and coordinate special events related to fundraising and community outreach

- Develop promotional materials
- Write articles for the monthly newsletter and website
- Contribute to the strategic planning and delivery of programs
- Ensure support to Executive Director as required

This position demands a professional individual with highly developed organizational and administrative skills. Specific skills, experience and attributes include:

ATTRIBUTES, SKILLS and EXPERIENCE:

- Experience in fundraising, marketing or communications
- Ability to communicate effectively in a professional manner
- Bilingual; excellent writing and verbal skills in both English and French
- Excellent organizational skills and ability to manage time and multiple projects effectively
- Proven experience in project development, writing and budgeting
- A commitment to working cooperatively in a team environment with staff, board of directors, volunteers and members
- Intimate knowledge of Microsoft Office applications mandatory; database experience an asset
- Demonstrated commitment to the environment and community through previous work or volunteering and an affinity with Ottawa Riverkeeper's mission and activities
- Politically astute, a strategic thinker
- Creativity, imagination and ability to take initiative
- Flexibility and willingness to learn
- Experience with non-governmental organizations an asset
- Sense of humour an asset

WORKING CONDITIONS:

- Mostly office environment with some outdoor river related activities
- Must be available for some weekend and evening work. Ability and willingness to travel occasionally for workshops, meetings, and events.
- Position provides ample opportunity for professional growth across a broad skill set.
- Ottawa Riverkeeper creates an exciting and dynamic work place and strives to offer flexibility to work from home 1 day/week if desired.

TO APPLY:

Please send your resume, a letter of interest as well as 3 references to Meredith Brown: keeper@ottawariverkeeper.ca. Please specify in your resume and/or cover letter if you are fluently bilingual. This position is open until a suitable candidate is selected. Target start date is May 2008.

We thank all applicants for their interest, but advise that only those selected for interviews will be contacted.