

## **BCWF Wetlands Enhancement Workforce (WEW) Project Manager**

We are British Columbia's leading conservation organization, made up of province-wide volunteers who aim to protect, enhance and promote the wise use of our environment on behalf of all British Columbians. As a province-wide non-profit charitable association with over 43,000 members and more than 100 Member Clubs, our organization represents the interests of all British Columbians whose aims are to conserve and protect B.C.'s fish, wildlife and habitat for present and future generations.

We are pleased to announce this exciting opportunity for you to join our team and make a BIG impact on watershed and wetland health in B.C.

We are currently seeking a **Project Manager** to oversee the implementation of the new Wetland Enhancement Workforce (WEW) project. This project will deploy work pods in the field to support the maintenance, monitoring and inventory of restored wetland sites across B.C., engage in planning activities related to the restoration of future wetland restoration sites and inventory of natural wetland sites for the development of better wetland management tools. The WEW Project is supported through the Province of BC's economic stimulus fund to provide temporary employment for a minimum of 100 people. Work pod activities will be supported in part by direct employment as well as multiple sub-contracts provided to partnering conservation organizations across the Province. The WEW Project Manager reports to and collaborates closely with the Director of Conservation Stewardship Programs to oversee the project; where the Director will provide project and partner-specific knowledge and advisory oversight. The Project Manager will oversee day-to-day logistics and be responsible as a lead on the project deliverables.

### **Position Terms**

This is a full-time, contracted position for the term of approximately one year (2021 Calendar year) ending December 15, 2021. Occasional evenings, weekends and/or extended hours may be required to accommodate activities and events. At the current time, there is no clear opportunity for extension as this is a one-time fund.

You will be expected to primarily work remotely (e.g. home office) but be available to come to our Surrey Office if requested. Applicants living outside of the Lower Mainland, but in British Columbia, will be considered.

### **Duties and Responsibilities Include:**

#### **Leadership**

- Develop a positive and engaged work culture within the WEW project while supporting and developing the WEW team (i.e., headquarters and work pods).

- Effective organization and delegation of tasks to team members
- Support learning and growth of the team

### **Project Management**

- Integrate goals of BCWF and Province of BC to assist in developing the WEW project
- Act as a lead manager on day-to-day operations of WEW, working with the “headquarters” team to successfully execute the project.
- Provide support recruiting key individuals as part of the headquarters team.
- Oversee administration and reporting of subcontracted teams managed by BCWF partners
- Keep a master schedule of project-related events and tasks, and initiate management plans for each
- Research, review and summarize reports and documents, preparing overviews, backgrounders, and presentations

### **Policy and Procedure**

- Oversee development of Standard Operating Procedures for the WEW project
- Oversee and delegate the training of staff and field contractors in field safety procedures, COVID-19 protocols, and other field-specific training
- Ensure the adherence by work crews to BCWF’s policies
- Ensure environmental restoration and maintenance work is carried out within the scope of B.C. provincial and federal regulations and laws

### **Financial**

- Ensure distribution of stimulus funding is appropriately managed and tracked using procurement protocols and satisfying conditions of the grant
- Provide oversight and make decisions on day-to-day expenditures, consulting with the Director of Conservation Stewardship Programs where necessary
- Work with the Finance Department on tracking expenses, forecasting and reporting of the project budget
- Oversee interim and final reporting
- Identify and pursue, where appropriate, grants and leveraging opportunities to enhance the impact of the stimulus fund
- Track in-kind and leveraged support

### **Communication**

- Regularly meet virtually with the WEW headquarters team to keep the project moving forward
- Oversee HR concerns
- Meaningfully engage, and work closely with a liaison, to communicate and involve First Nations whose traditional territories overlap with project sites

- Regularly liaise with participating partners
- Coordinate with the BCWF communications department and designated WEW staff to share success stories in relevant journals, magazines, newsletters and social media
- Report to BCWF senior management and board of directors
- Report to funders as required

## **Qualifications**

### **Minimum Qualifications**

- 7 years project management experience including:
  - Project Manager designation
  - Developing and implementing standard operating procedures
  - Procurement management
  - Managing budgets > \$1million
  - Environmental, field-based deployment
- Experience with project management software (e.g., Smartsheet, MS Projects)
- Experience with management and task scheduling for a team of 15+
- Proficient in Microsoft Office
- Ability to work independently and within a team
- Effective oral and written communication skills and attention to detail

### **Preferred Qualifications**

- University degree in a related field or equivalent training
- Experience in the environmental field
- Wetlands restoration and management experience
- Experience working with First Nations and Indigenous peoples

## **HOW TO APPLY**

To apply, send a combined PDF file including a current resume or CV, cover letter, salary expectation and references to: [Jobs@bcwf.bc.ca](mailto:Jobs@bcwf.bc.ca)

Please use subject line: WEW Project Manager Application

Applications will be accepted until January 3<sup>rd</sup>, 2021. Interviews will be scheduled shortly after the application deadline. Start date will be mid to late January.

We kindly ask that applications be sent by email only – no fax, mail or phone calls please. Only applicants who are considered for an interview will be contacted. Due to Covid-19 restrictions, interviews will be conducted over video conferencing.

