

Watersheds BC Project Associate**1 year, 37.5 hrs. per week depending on experience and availability****\$45,000 – \$55,100 (based on full time), plus benefits****Start date: March 2020****Work remotely from a home office or shared space in Victoria BC, with the periodic travel; or work locations with good accessibility to Victoria (e.g. Nanaimo or Lower Mainland)****About the BC Freshwater Initiative**

The purpose of the BC Freshwater Initiative (BCFI) is to advance freshwater sustainability in British Columbia by supporting innovative projects and strategic collaboration. BCFI's strategic goals include:

- Supporting collaboration between freshwater funders and other organizations in BC;
- Catalyzing innovative place-based watershed governance initiatives; and
- Building the capacity of Indigenous and non-Indigenous communities and leaders in freshwater governance.

The BC Freshwater Initiative has catalyzed the development of the BC Water Funders Collaborative (www.bcwaterfunders.org) and the BC Freshwater Legacy Initiative (www.bcwaterlegacy.ca). Watersheds BC is a new collaborative partnership under the BCFI umbrella, catalyzed with funding from the BC Freshwater Legacy Initiative.

About Watersheds BC

Water issues in BC are becoming increasingly acute, and British Columbians see that our current water management approach is often unable to effectively respond to the increasingly complex water challenges facing our communities. In this context, across BC there is growing demand for locally grounded solutions that protect freshwater for people and ecosystems and that contribute to reconciliation with Indigenous Nations.

New approaches are emerging to govern water at local scales, led by First Nations, local governments, and engaged citizens and community organizations. These new initiatives need human and financial resources to succeed, as well as the broad suite of skills and competencies that are required to navigate the complex environment of watershed co-governance.

Watersheds BC is intended to support these emerging place-based watershed governance initiatives by connecting them with the resources and expertise they will need for success. It also aims to catalyze the development of a professional network of practitioners in the emerging field of local watershed governance. Specifically, Watersheds BC offers:

- Coaching support for local water champions, partner organizations and governance entities;
- Leadership development and training for watershed governance practitioners; and
- Peer-to-peer learning and teaching for collaborative and Indigenous-led watershed governance best-practices.

Through tailored support for leaders and emerging initiatives, Watersheds BC will accelerate water governance progress in BC and enhance local decision-making for healthy fresh waters.

Position Overview:

The Watersheds BC Project Associate will work closely with and support the Project Director, Program Manager and the Watersheds BC Program Lead to deliver on Watersheds BC's annual projects and priorities. This position offers the opportunity for growth and exposure to a wide range of experiences in a dynamic and supportive work environment.

Key Areas of Responsibility

- Attend meetings, workshops and events with various levels of Crown and Indigenous governments, watershed organizations, funding partners, etc. and synthesize summaries and learnings for learning and reporting purposes
- Organize logistics for workshops, team meetings, and external engagement events
- Attend, take notes, and synthesize discussion at Watersheds BC team and steering committee meetings.

- Work with staff and partner organizations to develop and add content to the Watersheds BC website (in development), social media, and assist with the development of other communications materials as needed
- Support coordinating of the Watersheds Conference in October 2020
- Help build and maintain strong relationships between Watersheds BC and a broad range of partner groups and individuals
- Maintain project tracking documents and support overall project management and reporting activities including budget tracking

Our Ideal Candidate

Our ideal candidate will have:

- A bachelor's degree in a related field (e.g. geography, environmental studies, biology, engineering, political science, psychology) or equivalent experience in a related field;
- Education and/or work experience demonstrating aptitude in project administration;
- Education and/or work experience that reflects a passion or interest in environmental conservation and/or social inclusion issues;
- A strong attention to detail and excellent organization, prioritization and time management skills;
- Ability to self-motivate, a desire to learn, and a curiosity around the subject matter that Watersheds BC engages with;
- Strong communication skills (written and oral);
- Ability to be flexible and to adapt to changing priorities in a dynamic work environment;
- Competency with (or the ability to learn quickly) a broad suite of online project and document management tools (e.g. Google docs and sheets, zoom digital conferencing, Monday.com project management platform, etc.);
- Confidence to work independently as part of a virtual team, taking initiative where appropriate, and actively seeking direction when needed.

Working and Living Conditions:

- Must be able to work from a home or shared workspace
- Some flexibility in work hours is an asset.
- Travel within BC will be required.

How to Apply:

Email Alex Etchell, Program Lead (alex@watershedsbc.ca), attaching a resume and cover letter. In the body of your email, please include your responses to the following questions:

1. How did you hear about this position?
2. What interests you most about this position?
3. Briefly describe your current or most recent work, volunteer or educational experience.

Applications will be accepted until the position is filled.

As Watersheds BC is a project on the Tides Canada shared platform, the selected candidate will be an employee of Tides Canada. Tides Canada is proud to be an inclusive equal opportunity employer. Tides Canada will provide accommodation during all steps of the hiring process, upon request, to applicants with disabilities. Please advise us if you need any accommodation. We thank all applicants for their interest in the positions, however, only those who are selected for interview will be contacted. Thank you.