

Program Coordinator Nature Manitoba

Nature Manitoba is a non-profit organization of nature lovers, largely volunteer-driven with a few staff. This part-time position focuses on communications, program support, promotion, and volunteer engagement.

The ideal part time candidate will work both independently and collaboratively as part of a team. Nature Manitoba seeks people who:

- Have a positive friendly attitude
- Invest in quality work
- Want to learn and grow
- Think analytically and seek feedback
- Respect and support others
- Embrace change and innovation

Key activities:

Communication

- Partner with volunteers to publish the monthly newsletter.
- Improve, update and moderate website content
- Prepare reports to describe programs, evaluate new procedures and produce the annual report for AGM

Program Support

- Work as a team member or lead to modernize program processes
- Lead projects to support NM programs
- Engage with program leads to increase diversity
- Learns and uses new procedures and processes

Promotion

- Partner with program leads for promotion to increase participation
- Partner with program leads for a social media plan to market Nature Manitoba activities

Volunteers

- Partner with volunteers to achieve program goals, e.g., offer summer programs
- Work on teams with volunteers and lead some teams
- Engage and support volunteers
- Additional activities as required to support programs.

December 15, 2022

Qualifications

- Diploma or degree in communications, business, administration, biological sciences or other related area
- Proficient in office productivity software
- Experience in process improvement and community engagement
- Experience supervising an employee or volunteer

Assets

*beneficial but not required, training could be provided

- Experience with content management systems, email marketing services, online event management, or payment systems
- Experience in writing grant applications
- Production of promotional material

Salary

\$22 per hour, 15 hours per week

45 hours vacation (3 part time weeks)

To apply, please send a brief note describing why you are a good candidate and attach a resume to **info@naturemanitoba.ca**

Only applicants selected for an interview will be contacted.

This competition is open until January 15, 2023 or until filled.

Please apply to **info@naturemanitoba.ca**