



The Redboine Watershed District is currently seeking applicants for the position of

### **Program Coordinator (Term – Maternity Leave)**

This is a one-year term position to cover a maternity leave. The Program Coordinator will work closely with the Project Manager to support the delivery of the District's funding programs, with a strong focus on landowner communication and administrative coordination. This is a hybrid position with some work-from-home flexibility.

#### **QUALIFICATIONS:**

- Post-secondary education or equivalent experience in administration, office management, or a related field
- Strong administrative background with experience handling documentation, contracts, and payments
- Comfortable communicating with landowners and members of the public, both in person and electronically
- Proficient with computer applications including Microsoft Office and Google Workspace
- Willingness and ability to learn internal databases and funding processes
- Strong organizational skills and ability to manage multiple files and deadlines
- Ability to work independently while collaborating with a small team
- Must hold a valid Class 5 driver's license
- *Experience in environmental, agricultural, or watershed-related work is considered an asset, but is not required.*

#### **DUTIES:**

Reporting directly to the Project Manager, the successful candidate will be responsible for:

- Communicating with landowners regarding available funding programs and application requirements
- Assisting landowners through the funding process, including answering questions and providing guidance
- Preparing and managing administrative documentation related to funding programs, including contracts, funding proposals, and correspondence
- Coordinating funding requirements for each landowner, including receiving and tracking invoices, quotes, and required documentation
- Assisting with the coordination of payments in collaboration with the Project Manager and Administrator
- Maintaining and updating the GROW Program database and related records
- Assisting with the organization and delivery of funding workshops, information sessions, and outreach events
- Providing regular updates and status reports to the Project Manager
- Performing general office duties and other related tasks as required

Wage range is \$23.00 - \$26.00 per hour based on experience and qualifications.

This 1-year term position, 40-hour work week and health benefits may be available.

Anticipated start date: March 2, 2026.

If you are interested in applying for the position, please submit your resume before 4:00 pm, Friday, February 6<sup>th</sup>, 2026 to [info@redboine.com](mailto:info@redboine.com)