



Program Manager

The Organization

The Whitebark Pine Ecosystem Foundation of Canada (WPEFC) is a registered non-profit society in BC and Alberta, devoted to the conservation and stewardship of whitebark and limber pine. Through partnerships, science-based active management, restoration, research, and education, we aim to recover these endangered ecosystems.

Position Description

WPEFC is hiring a full-time Program Manager to oversee recovery and restoration projects for endangered whitebark and limber pine ecosystems in Canada. This position would oversee various WPEFC programs, track project funds, liaise with bookkeepers, spearhead reporting and have the option to assist with field projects. Initially, this is a 48-week term June 1st, 2023 – May 1st 2024 with the possibility of extension pending job performance and funding.

This position must be based in the [Columbia Basin](#).

Responsibilities of this Role

- Manage all WPEFC project portfolios to ensure obligations and deadlines are met
- Liaise between regional Project Managers, Executive Director and WPEFC Board
- Liaise with grant funders
- Assist in the development of Project Reports; Produce annual WPEFC Year End Report
- Track budgets, invoices, in-kind support and project milestones for all WPEFC projects
- Work with Bookkeeper to produce monthly Financial Statements and budget updates for Board of Directors
- Draft annual operating budget for WPEFC with input from Bookkeeper and Finance Committee
- Align WPEFC projects with program areas and identify areas of collaboration
- Develop and deliver outreach materials to members and the public
- Provide regular updates to the Executive Director, drawing attention to obstacles or issues of note
- Assist with field projects during the summer months-training will be provided

Mandatory Qualifications & Capacities

- **Successful applicant must live in the Columbia Basin** –work will be completed from a home office but must be located within [the Basin](#).
- Degree in a natural resource management field or business administration, or other relevant field plus 1 year of complex project management experience; OR certification in project management, plus 1 year of related experience
- Strong written and verbal communication skills
- Excellent organizational skills, including attention to detail and ability to multitask
- Proven team player who is positive, respectful, and excels at motivating others
- Experience developing detailed timelines and budgets for project milestones and deliverables
- Demonstrated ability to keep projects within scope, budget and on time
- Experience collaborating with stakeholders and managing contractors
- Experience chairing meetings, taking and distributing minutes and progress updates
- Ability to report project progress and diplomatically identify and promote necessary improvements in a timely manner
- Demonstrated ability to work independently

Preferred Qualifications & Capacities

- Knowledge of whitebark and limber pine biology and restoration
- Experience doing field work (forestry, botany, natural science)
- Experience in public outreach

Compensation

This position will pay \$30-35/hour depending on the qualifications of the successful applicant.

Application Requirements

Please submit a current CV and a two-page cover letter describing how you meet the Mandatory/ Preferred Qualifications and Capacities to hr@whitebarkpine.ca by May 15th, 2023.

Provide two references who can provide examples of the above qualifications.

