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## Watershed Assessment Program Manager

3-Year Term Position

Applications deadline: July 20, 2025

### About us:

The Oldman Watershed Council (OWC) is a collaborative forum dedicated to advancing watershed health and safeguarding long-term water security through education, action, and stewardship. We hold a unique role in Alberta's environmental sector, driven by innovation, community engagement, and measurable impact.

### Position Overview:

In this exciting new role, you will coordinate watershed-focused programs using your data management, GIS, partnership-building, and communication skills to advance watershed health and water security in Southern Alberta. This is a 3-year term position ending July 30, 2028, with potential for extension, pending funding. You will report directly to the Executive Director.

The ideal candidate will be knowledgeable and skilled in GIS and data-driven storytelling, and also personable and adaptable. They will have demonstrated competencies in partnership development, committee management, and project coordination, enabling them to successfully lead the OWC's State of the Watershed Report project.

### Work Environment:

- Flexible hours, negotiable up to 36.25 hours per week
- Fully remote position, based anywhere in Canada (preference given to local candidates due to required, in-person meetings)
- Collaborative, supportive team of eight dedicated professionals

### Compensation:

- \$70,000–\$80,000 per year (based on 36.25 hours/week)
- Three weeks paid vacation
- Health benefits

### What We're Looking For:

- **Experienced:** At least 5 years of professional experience.
- **Data-focused Coordinator:** Knowledgeable and experienced with GIS (particularly ArcGIS Experience Builder) and integration with Squarespace. Comfortable making effective, informed recommendations about technology and tools.
- **Team Player:** A great team player who works collaboratively and positively, contributing to a supportive and productive team environment.
- **Adaptable:** Flexible and ready to support various projects beyond technical roles; skilled at "lining up puzzle pieces" and understanding the process of project implementation.
- **Partnership Developer:** Personable and skilled at building and maintaining partnerships, organizing committees, and conducting effective meetings.

- **Communication Skills:** Strong writer, able to create engaging, data-driven narratives for diverse audiences.
- **Grants Expertise:** Proven success in securing and managing multi-year grants.
- **Process-Oriented:** Enjoys developing efficient, repeatable project management processes.
- **Industry Savvy:** Good understanding of environmental science, sector-specific terminology, and Southern Alberta culture to communicate effectively and make strategic recommendations. Knowledge of non-profits.
- **Organized:** Highly organized with excellent time management skills and proven ability to meet deadlines.

*Candidates with less experience or qualifications may be considered at a lower compensation rate.*

#### **Key Responsibilities:**

- Coordinate and lead GIS-related activities, particularly using ArcGIS Experience Builder.
- Prepare and manage grant applications for assigned projects.
- Collaborate with OWC staff and contractors on diverse deliverables.
- Lead the State of the Watershed assessment, including:
  - Facilitating a project scoping process and writing a report with recommendations
  - Establishing and managing committees
  - Securing and managing data-sharing agreements
  - Developing partnerships for data analysis and interpretation
  - Creating and maintaining an online assessment platform
  - Assisting with communications strategies
- Lead the Integrated Watershed Management Plan progress reporting, including:
  - Identifying gaps and assessing progress with stakeholders
  - Developing tracking systems and reporting templates

#### **Why Join OWC?**

At OWC, your work will shape the future of water security in Southern Alberta. We are scaling up, thinking big, and delivering community-driven, innovative solutions to protect our watershed. We are looking for *amazing* people who you thrive on meaningful challenges, a collaborative culture, and creating measurable impact, we would love to hear from you.

Please email one PDF file—titled “OWC Watershed Assessment Program Manager – YOUR NAME”—that includes your cover letter, résumé, and three examples of your GIS data visualization work to Shannon Frank, Executive Director, at [Shannon@oldmanwatershed.ca](mailto:Shannon@oldmanwatershed.ca).

For more information on this opportunity, visit [www.oldmanwatershed.ca](http://www.oldmanwatershed.ca). We appreciate every application; however, only candidates selected for an interview will be contacted. Thank you for your interest in joining our team.