

## **Office and Project Manager**

**Location:** Kelowna, BC

**Application Deadline:** March 9, 2012

**Terms:** Full time, term-contract position: April 1, 2012 – March 31, 2015.

### **Information:**

The Okanagan Basin Water Board (OBWB) is seeking a highly motivated individual with excellent interpersonal, writing and organization skills to fill the position of **Office and Project Manager**, reporting to the Executive Director.

- The Office and Project Manager is responsible for the smooth and efficient daily operation of the OBWB's programs, as well as project management and general administration. The job entails strong initiative, team building, ability to keep a cool head under pressure, to do triage, and to prioritize.

We are seeking a person who is eager to take on challenges, and learn and apply new skills in a team environment. We offer a dynamic work environment where staff is engaged in developing and putting in place programs for water conservation and quality improvement.

This position comes with a benefit package. It will be of interest to persons earning in the range of \$50,000 to \$54,000 per annum. Actual salary depends on qualifications.

### **Background:**

The OBWB is a unique local government water agency, with responsibilities that span the communities of the Okanagan valley in BC. We provide leadership, communication, science, and advocacy on water issues that affect the valley as a whole. Working with a small, dedicated team, we are constantly seeking innovative solutions to water sustainability challenges, building partnerships and working with diverse stakeholders. The Okanagan is one of the most water limited areas in BC, and has emerged as a leader in collaborative and far-reaching, but practical approaches. We are seeking an energetic individual that wants to be part of a team of leaders, think creatively, and serve the community.

### **Project and Office Manager Duties and Responsibilities:**

- Responsible for office management and the administration of OBWB day to day operations, coordinating and facilitating work with other staff. Duties include: establishing operational systems, managing logistics and solving problems, maintaining financial systems, receiving, preparing and tracking invoices.
- Ability to work well with others and build teams is an essential aspect of this job. The OBWB succeeds through collaboration: with colleagues in the office, with partner local governments, and with the broader community of water agencies, stakeholders and citizens.
- Administrates Water Management Grant program – fields questions from applicants, organizes applications, visits project sites, assists with financial administration, compiles project information and progress reports and develops website materials that highlight successful applicants.

- Project management, taking initiative to develop or refine OBWB projects and programs; managing contracts, ensuring deliverables are completed on time and in budget; coordinating with team members on related projects. Represents the OBWB at meetings related to project and program responsibilities and gives presentations as necessary;
- Provides support to watermilfoil program, including daily contact with field crew, supporting regulatory compliance, and providing information to the public or redirecting inquiries;
- Provides general administrative support to OBWB staff and Board as needed, working as a team with the Communications and Research Coordinator;
- Acts as OBWB Health & Safety coordinator – maintains up to date first aid certification.

**Qualifications:**

- Post secondary training in environmental science with extensive communication, education, and outreach experience;
- Extensive experience in project management and office administration;
- Experience with grant writing or grant administration;
- Strong interpersonal skills and proven ability to build teams and good working relationships – comfortable speaking with the public;
- Ability to take initiative, work independently with limited supervision and handle multiple tasks;
- High level of proficiency with Microsoft Office programs, and experience with Adobe Acrobat Professional;
- Experience in website content management and the delivery of education and outreach programs an asset;
- Valid Class 5 Drivers Licence, and First Aid certification;
- Willingness to travel within Okanagan Valley. Travel will primarily be day trips but may involve extended hours of work.

**Personal Strengths and Goals:**

You excel in a team environment, take initiative on projects, are always looking to learn, and have excellent interpersonal skills.

Please submit your resume and covering letter by 4:00 p.m. on March 9, 2012, to:

Okanagan Basin Water Board  
 1450 KLO Road  
 Kelowna, BC V1W 3Z4  
 Attention: Dr. Anna Warwick Sears, Executive Director

Applications should be submitted by email to [anna.warwick.sears@obwb.ca](mailto:anna.warwick.sears@obwb.ca). Additional information about the OBWB may be obtained from our website, [www.obwb.ca](http://www.obwb.ca), or from Dr. Sears, at above email address.