

OFFICE AND GRANTS ADMINISTRATOR (MAT-LEAVE VACANCY) and
OUTREACH AND EDUCATION ASSISTANT (Summer 2010)

Location: Kelowna, BC

Application Deadline: April 19, 2010

Terms: Full time, term-contract position: June 1, 2010 – September 1, 2011.

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 Grants Administrator**, reporting to the Executive Director. The ***first 3 months*** of the position you will spend 30% of your time training as the Office and Grants Administrator, and 70% of your time as the **Outreach and Education Assistant**, reporting to the Communication and Research Coordinator. You will assume the role of full-time Office and Grants Administrator on September 1, 2010.

- The role of the Office and Grants Administrator is to coordinate the Water Conservation and Quality Improvement Grant Program and assist other OBWB grant initiatives, provide support to the Eurasian Watermilfoil Control Program, and other OBWB programs as required.
- The role of the Outreach and Education Assistant is to assist with the launch and running of the Okanagan WaterWise program. You will be helping to create and implement water conservation strategies to reach Okanagan residents valley-wide.

We are seeking a person who is eager to take on challenges, and learn and apply new skills in a team environment. The OBWB is a local government organization with water management responsibilities throughout the Okanagan Valley region. We offer a dynamic work environment where staff is engaged in developing and implementing 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 \$48,000 to \$50,000 per annum. Actual salary depends on qualifications.

Office and Grants Administrator Duties and Responsibilities:

- Administers 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;
- Represents the OBWB at meetings related to grants programs and gives presentations as necessary;
- Assists with administration of watermilfoil program, including daily contact with field crew and other incidental support, developing reports, and providing information to the public or redirecting calls as necessary;
- Provides general administrative support to OBWB staff and Board as needed, working as a team with the Communications and Research Coordinator;

- Organizes meetings and conferences, including logistics and travel arrangements;
- Responds to enquiries regarding OBWB matters and provides information or redirects enquiries.
- 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;
- Experience in project management and office administration;
- Experience with grant writing or grant administration;
- Strong interpersonal skills and ability to build relationships with grant recipients, organization partners and stakeholders– comfortable speaking with the public;
- Ability to 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;
- First Aid certification, or willingness to attain one;
- Willingness to travel within Okanagan Valley. Travel will be day trips only 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 April 19, 2010 to:

Okanagan Basin Water Board
1450 KLO Road
Kelowna, BC V1W 3Z4
Attention: Genevieve Dunbar, Office and Grants Administrator

Applications should be submitted by email to genevieve.dunbar@obwb.ca. Additional information about the OBWB may be obtained from our website, www.obwb.ca, or from Genevieve Dunbar, at 250-469-6270 or email genevieve.dunbar@obwb.ca.