Saskatchewan Prairie Conservation Action Plan Manager Position

The Saskatchewan Prairie Conservation Action Plan (SK PCAP) consists of 30 organizations representing producers, industry, provincial and federal governments, environmental non-government organizations and research/educational institutions working towards a common vision of native prairie conservation within Saskatchewan’s Prairie Eco-zone.

This position is for a one-year maternity leave, starting March 2017. Preferably, the successful applicant will be available in February to shadow the Manager. The position has the possibility of either part-time or full-time hours. The individual will work under the direction and supervision of the Saskatchewan Stock Growers Association General Manager at the office located in Regina, Saskatchewan. Flexibility of options will be entertained and salary will be based on experience.

SK PCAP is looking for an energetic, creative, enthusiastic, responsible, and detailed-oriented individual to:

**Budget/Administration**
- Prepare and oversee 1-3 balanced budgets, code financials and compile information for annual audit;

**Funding**
- Prepare and submit 8-12 funding applications/reports and seek out new funding opportunities;
- Invoice partners who contribute financially to the SK PCAP Implementation;
- Prepare financial contracts and Memorandum of Understanding (MOU) with partners and contract staff.

**Communications**
- Facilitate communications among the Executive, Steering Committee and the general public;
- Coordinate the SK PCAP website, newsletter and social media accounts; Coordinate SK PCAP Native Prairie Speaker Series
- Prepare and distribute News Releases and articles relating to SK PCAP and its deliverables;
- Compile the SK PCAP Annual Workplan and Annual Report;
- Promote SK PCAP through attendance at workshops/conferences and giving presentations.

**Partnership**

- Facilitate and encourage the partners in delivery and development of the Annual Workplans including assisting with some of the deliverables such as:
  - Native Prairie Appreciation Week/Society for Range Management Tour
  - Native Prairie Restoration/Reclamation Workshop
  - AgriED during Agribition
  - Taking Action for Prairie and Adopt a Rancher Education Programs
  - Native Prairie Restoration/Reclamation Workshop
- Coordinate and facilitate 2-3 Steering Committee and 2-3 Executive meetings including recording and distributing meeting minutes;
- Organize the annual declaration of Native Prairie Appreciation Week;

**Contract Staff**

- Hire and supervise 1-5 contract staff, as needed, to assist SK PCAP Manager.

**Critical Attributes and Skills:**

- Knowledge of the prairie ecosystem including geography, threats and species at risk;
- Knowledge of Saskatchewan organizations involved in prairie conservation;
- Experience with budget development/financials, funding applications, partner/staff contract development and staff supervision;
- Excellent communication skills (written and verbal) and comfortable with public speaking;
- Excellent organizational and computer skills (including Microsoft Office, Excel and Publisher);
- Self-motivated and able to work independently and as part of a team;
- Valid Driver’s License (including clean driving record).

Please apply with cover letter, resume and 3 references by Friday, November 18th, 2016 to:

Prairie Conservation Action Plan
c/o Kayla Balderson Burak
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