

Administrative & Community Programs Coordinator

West Interlake Watershed District (WIWD)

Lundar, Manitoba

Position Type: Full-Time, 40 hours per week (Monday to Friday)

Compensation: Hourly wage based on qualifications and experience

Start Date: As soon as possible

Application Deadline: Open until the position is filled

Reports To: Manager

Position Summary

The West Interlake Watershed District (WIWD) is seeking an organized and proactive **Administrative & Community Programs Coordinator** to oversee Community Programs, manage administrative operations and records, maintain the District's website and social media channels, develop promotional content, and coordinate meetings and events.

The successful candidate will be detail-oriented, communicate effectively, and work independently while managing multiple responsibilities.

Key Responsibilities

1. Community Program Administration and Delivery

- Manage the day-to-day administration and delivery of WIWD's Community Programs.
- Receive, review, process, and track program applications in accordance with established guidelines and procedures.
- Communicate with applicants regarding eligibility, application requirements, missing information, application status, and next steps.
- Maintain accurate program files, databases, tracking spreadsheets, and supporting documentation.
- Respond to public inquiries and provide information and guidance about available programs.
- Collect, organize, and maintain program data to support monitoring, evaluation, and reporting requirements.
- Track Community Program expenditures and payments, maintain related records, identify discrepancies, and bring them to the Manager's attention.

- Promote Community Programs through appropriate communication channels and outreach activities.
- Identify opportunities to improve program administration, public awareness, and the applicant experience.

2. Communications, Marketing, and Outreach

- Maintain and regularly update the District's website and social media channels, including creating and publishing content about WIWD's programs, projects, events, and environmental initiatives.
- Develop newsletters, public notices, press releases, promotional materials, and other communications in coordination with the Manager.
- Monitor website and social media analytics and track engagement, reach, and other relevant performance measures.
- Ensure communications are accurate, professional, and consistent with WIWD's priorities.
- Respond to public inquiries received through email, social media, telephone, and other communication channels.
- Support environmental education, school presentations, public engagement, and collaborative outreach activities with other Watershed Districts and partners.

3. Administrative and Board Support

- Provide administrative support to the Manager, staff, and Board of Directors, including preparing agendas, meeting packages, minutes, correspondence, reports, and other documents.
- Organize meetings and maintain related records, files, contracts, agreements, and correspondence.
- Maintain records of Sub-Committee and Board member remuneration, including meeting attendance, mileage, travel expenses, and approved payments.
- Coordinate administrative arrangements for staff and WIWD members attending conferences, workshops, meetings, and other events.
- Provide reception services, manage incoming calls and general email inquiries, and direct requests appropriately.
- Monitor office supplies and inventory, coordinate purchasing, and arrange cleaning and other office maintenance services.
- Maintain organized administrative records and support established office procedures.

4. Financial Administration and Record-Keeping

- Enter financial information into QuickBooks and upload supporting documentation with appropriate classifications, subclasses, and notes.
- Prepare and issue invoices and receipts as required.
- Process and record deposits and maintain organized supporting documentation.
- Print checks once approved and ready for printing.

- Maintain organized financial records and supporting documents for the external accountants.
- Ensure accuracy and confidentiality when handling financial information.

5. Meeting and Event Coordination

- Coordinate the planning and logistics of WIWD meetings, workshops, tours, field days, conferences, and public outreach events.
- Arrange venues, registrations, catering, supplies, promotional materials, equipment, travel, accommodation, and other event requirements as applicable.
- Prepare event communications, registration materials, attendance lists, and follow-up correspondence.
- Maintain attendance records and collect participant feedback where required.

Required Qualifications and Skills

- Strong organizational, administrative, and time-management skills, with the ability to manage multiple responsibilities and meet deadlines.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office applications, particularly Word, Excel, and Outlook.
- Strong attention to detail and the ability to maintain accurate records and handle confidential information.
- Professional customer service skills and the ability to communicate effectively with applicants, the public, staff, WIWD members, and other partners.
- Ability to work independently, take initiative, exercise sound judgment, and follow established procedures.
- Willingness and ability to learn new software and administrative systems.

Preferred Qualifications and Assets

- Experience in administration, program coordination, customer service, communications, or a related field.
- Experience managing social media accounts, websites, digital communications, or promotional campaigns.
- Experience creating newsletters, graphics, promotional materials, or other public-facing content.
- Knowledge of QuickBooks or willingness to learn.
- Experience coordinating meetings, workshops, public events, or community engagement activities.
- Experience with application processing, database management, reporting, or grant-funded programs.
- Experience in environmental education, a non-profit organization, municipal administration, or a similar setting.
- Knowledge of the West Interlake region, its communities, and environmental priorities is considered an asset.

How to Apply

Interested in joining WIWD and contributing to local environmental initiatives? We encourage you to apply!

Please submit your **résumé and a brief cover letter outlining your relevant qualifications and experience** to:

Email: manager@wiwd.ca

Subject Line: Application – Administrative & Community Programs Coordinator

The position is available as soon as possible. Applications will be accepted until the position is filled.

WIWD is committed to diversity and inclusion and welcomes applicants from all backgrounds.

We thank all applicants for their interest. Only candidates selected for an interview will be contacted.