



PROGRAM ASSOCIATE POSITION

GENERAL ROLE

The Program Associate is responsible for developing and delivering Chinook Institute (CI) programs, with a focus on new program development in southeastern British Columbia. The intent of this work is to support communities, area residents, landowners and local organizations to plan for and manage change in ways that protect the important natural and cultural assets of a place, and to support local initiatives that promote responsible use, stewardship and conservation of natural landscapes.

The Chinook Institute currently operates its programs and activities in southern Alberta and southeastern British Columbia. The Program Associate will focus his/her activities on program development and delivery in BC, while providing program delivery assistance in Alberta as required.

The Program Associate reports directly to the Executive Director of the Chinook Institute, and supervises any contract personnel working on projects under the direction of the Program Associate.

KEY RESPONSIBILITIES

1. Program Development

- Work with the Executive Director to identify CI program opportunities and develop projects, primarily in southeastern BC
- Establish and maintain a network of community and government agency contacts and partners in southeastern BC communities

2. Program Delivery

- Work with local organizations, volunteers and community leaders in implementing community stewardship, conservation and planning projects
- Organize and facilitate community meetings
- Instruct/facilitate on CI training and capacity building programs in British Columbia and Alberta
- Oversee/ coordinate needed technical assistance for projects

3. Outreach and Communications

- Research and write publications pertinent to CI's work

- Manage outreach efforts, including events, public speaking, and information newsletters
- Represent the Chinook Institute and its work to residents and leaders, primarily in southeastern BC

4. **Administration and Fundraising**

- Assist in developing CI annual work plans and budgets
- Monitor project-level budgets
- Develop fundraising goals and strategies for CI programs
- Develop funding proposals and reports

QUALIFICATIONS

The ideal candidate will be a highly competent community organizer, with experience in community development and stewardship, rural planning, and social change processes. S/he will have a passion for protecting the unique natural and cultural values of western communities, and will be able to work effectively with a broad range of individuals to achieve tangible outcomes. Familiarity with the Canadian Rockies region, its landscapes and communities is a plus. The ideal candidate will be highly motivated and a self-starter; able to take the lead in program development, delivery and fundraising.

Educational

- Post-secondary degree required in community or rural development, education, planning, environmental management or a related field

Professional

- Experience organizing community-based development, stewardship or planning activities
- Experience with or solid knowledge of non-profit organization operations and financing
- Experience working in rural western communities with diverse audiences

Competencies

- Excellent group facilitation and meeting management skills
- Strong verbal and written communication skills, including public presentation skills
- Proven fundraising ability
- Strong project management skills, including administering grants and managing project contractors
- Demonstrated ability to work collaboratively with a diverse range of people and interests, toward a tangible outcome
- Experience in delivering capacity-building and educational workshops
- Knowledge of sustainable community development and land management practices
- A passion for working with people and building community
- Attention to detail and the ability to meet timelines
- Knowledge of Microsoft word processing, spreadsheet and presentation software

LOCATION AND PHYSICAL DEMANDS

- The office of the Chinook Institute is presently located in Canmore, AB. The Program Associate position can be based out of Canmore or another location within the Rocky Mountain region (negotiable).
- This position involves traveling within British Columbia and Alberta, and occasionally to other provinces and internationally. Evening and weekend work is required upon occasion.

SALARY AND EMPLOYEE BENEFITS

This is a one-year term position to start. We anticipate creating a long-term, permanent position, dependant on the successful candidate generating the necessary funding to support this.

Salary range: \$45,000 - \$55,000 dependent on experience and qualifications, and the ability to assume primary leadership for program development, fundraising and delivery.

Benefits: Annual vacation, sick leave and health care benefits provided

TO APPLY

Mail or email cover letter, brief resume and two references to:

Chinook Institute
Box 8618, Canmore, AB, T1W 2V3
carole.stark@chinookinstitute.org

This position is open until filled. Review of applications will begin October 15, 2008.

ABOUT THE CHINOOK INSTITUTE

The Chinook Institute for Community Stewardship (CI) is a charitable non-profit organization that helps people become more sustainable in their use and management of Western Canada's natural landscapes. CI assists growing communities to plan for and manage change in ways that protect the important natural and cultural assets of a place; and supports local initiatives that promote responsible use, stewardship and conservation of natural landscapes. Our approach involves collaborative, values-based planning – building community and land use plans based on the expressed values and interests of local residents – and puts resources and tools into the hands of community members. The Chinook Institute works in collaboration with communities and organizations in the mountain regions of southern Alberta and southeastern British Columbia to:

- increase public understanding of the ecological and cultural values of natural landscapes through research, publications and outreach;
- build the capacity of communities and private landowners to become better land stewards through educational programs and resources; and

- help people articulate and meet their conservation goals through the design and delivery of community-based stewardship, land management and conservation plans/projects.

For more information visit www.chinookinstitute.org