



## **Northeast District Manager Job Description**

The Saskatchewan Association of Watersheds (SAW) is a non-profit, environmental organization whose mandate is to deliver projects and programming to protect, improve and sustain ground and surface water quality for urban and rural communities across Saskatchewan

We are seeking to hire a Northeast District Manager to join our team. This is a permanent, position that reports to the Program Director. The NE District Manager will be responsible for implementing and achieving SAW's programming priorities. The NE District Manager should have familiarity with and practical experience with a subset or a wide range of conservation programming (e.g., watershed planning, stewardship BMPs, agricultural farm stewardship etc.). They will lead the implementation of programming to achieve stewardship outcomes within their District. In this role, the NE District Manager will be responsible for supervising staff, preparing progress reports, managing budgets, and ensuring smooth functionality of operations as it relates to programing deliverables and the organization's strategic objectives.

### **KEY RESPONSIBILITIES**

- Project Management Skills – plan, direct, schedule and strategize to achieve program delivery goals.
- Ensure the day-to-day operations of the Northeast District aligns with SAW's long-term plans, budget, and policy guidelines to deliver successful programming initiatives.
- Ensure satisfactory implementation of district programming.
- Supervise all Northeast District employees by planning, scheduling, assigning, monitoring, guiding, and reviewing their work.
- Participate in the recruitment of district staff including orienting and training new staff members.
- Ensure satisfactory performance of district staff.
- Assist the Program Director with preparation and monitoring of district budgets and project reporting.
- Assist with the delivery and fundraising of projects and programming.
- Liaise with regional watershed groups and stakeholders such as government and community organizations to aid in the delivery of regional and provincial programming in the Northeast District.
- Develop and liase with the District Advisory Committee.
- Provide technical expertise, advice and guidance on conservation and stewardship matters.
- Represent the Program Director on various committees, as designated.
- Maintain a variety of records, files, and databases.
- Work effectively under pressure and meet deadlines.
- Frequently travel domestically; may require evening and weekend hours.

### **MINIMUM QUALIFICATIONS:**

- Undergraduate degree in natural resources management, conservation, agriculture, environmental science or another related field of study, and at least 3 years experience in land conservation, stewardship, agriculture or related field.

- Proficient at using project management software. This should include knowledge of Microsoft, email and virtual software, and mobile devices.
- A firm understanding of the non-profit sector and how non-profits operate.
- Have a forward-thinking mindset, strategic experience, and planning skills.
- Experience working with a wide range of people, such as landowners, corporate executives, and government officials.
- Experience supervising multiple staff in remote locations.
- Experience implementing complex programs.
- Experience in developing and managing multiple projects and timelines.
- Effective communication and interpersonal skills.
- Strong presentation and public speaking skills.
- Goal-driven, organized, and efficient.

**DESIRED QUALIFICATIONS:**

- Advanced degree is appreciated.
- Professional designation such as Professional Agrologist.
- Project management skills.
- Strong team player who can build relationships and work collaboratively across a dispersed organization and with partners.
- Clear written and spoken communication in English.

**LOCATION:**

- Position will be located in the Northeast District, preferably in the City Yorkton or Melfort/Tisdale.  
See District Map on the SAW website – [www.saskwatersheds.ca](http://www.saskwatersheds.ca)

**HOW TO APPLY:**

Submit applications to:

Bridget Andrews, Executive Director

Saskatchewan Association of Watersheds

Address: [saskwatershedshr@gmail.com](mailto:saskwatershedshr@gmail.com)

Applicants are asked to clearly describe in their resume and cover letter how they have gained the required knowledge and abilities. Please also include which District you would prefer to work in and your salary expectation for this position. A benefit package will be outlined during the interview process.

Selections for interviews will be made on the basis of this information.

Closing Date: April 15, 2022