



Job Posting

Organizing Manager

The Opportunity

The COVID -19 pandemic has underscored that healthy ecosystems and thriving biodiversity are essential for a healthier more sustainable future and Canadians value nature more than ever. Nature Canada is engaged with hundreds of nature groups across the country who care deeply about the protection of land and water. Our Nature Network Organizing team works to build connections with these engaged citizens, facilitating and encouraging grassroots groups to make their voice heard at all levels of government.

We are looking to hire someone to join our organizing team as Organizing Manager. Reporting directly to the Organizing Director, this person will support in the day to day management of our Naturehood, Bird Friendly Cities and other programs. Ensuring programmatic deliverables are met, working across teams to produce results and supporting the professional development of the organizing team are all in a day's work for the Organizing Manager.

As a special focus in the next year, the Organizing Manager will have a strong role to play in launching our newest program area. Nature Canada has the opportunity to support nature based organizations across Canada in hiring hundreds of Black, Indigenous, People of Colour (BIPOC) youth to increase representation and reduce barriers to careers in the nature sector. The Organizing Manager will work alongside the Organizing Director and Deputy Executive Director in the delivery and oversight of this program with additional support from the Naturehood organizer. This position has the opportunity to shape strategy and deliver an impactful program for BIPOC youth across Canada.

Organization

Nature Canada connects the dots between local action and systemic change. For more than 80 years, we have been Canada's voice for nature. We work to ensure that solving the biodiversity crisis is a government priority. We advocate on behalf of other species for habitat protection and good policy. We facilitate mobilization among our extensive network of partners and individual nature-lovers to achieve our shared goals and generate the political will for needed transformation.

Nature Canada is committed to equity and anti-racism and acknowledges that achieving racial justice and gender equality is an ethical imperative. Our goal is to take an intersectional approach which considers how power is exercised across issues of gender, age, class, ability, and culture, as well as race.

Job Summary

This position is right for you if:

- You understand that organizing means empowering others to take action - the best organizers eventually organize themselves right out of a job (but not really because there are always more people to engage!)
- You have experience managing budgets and distributing small grants
- You have a strong attention to detail but get excited about big picture thinking
- You have experience hiring and training and managing staff
- You have administrative skills and can be self-organized
- You have knowledge of and interest in climate and conservation issues in Canada
- Bonus points if you are familiar with engagement organizing, are bilingual, or have database skills (especially Salesforce).

We are looking for someone who knows that all change starts with a small committed group of people consistently taking small actions that grow bigger outcomes.

Job Description and Duties

Essentially, you are the strong right arm of the Organizing Director. You take things off her plate, often administrative but also a lot of managing, coaching, mentoring, and connecting.

Your duties would include managing and supporting organizers in the Naturehood and Bird Friendly Cities programs on their day to day completion of program deliverables. Oversight of budget and strategy across three programs including leading on the strategy for outreach on our new youth employment program.

In addition, you would be required to work alongside external partners in the development of contracts and reporting. You would work closely with the Organizing Director to schedule and facilitate partner engagements related to a wide variety of campaigns. You would also be responsible for supporting the Organizing Director in hiring, and organizing training opportunities for the team on campaigning, advocacy, and community engagement practices.

The position is based in Ottawa, where we hope to one day return to our office space on Bank Street. This position joins a team of Nature Network Organizers and reports to the Director of Organizing.

Summary of Qualifications and Experience

When assessing your application, we will look for

- Relevant higher education or life experience
- A people-person who is outgoing and friendly
- Knowledge base in conservation, forests, environmental advocacy or related
- Experience in administrative management
- Experience providing training or coaching to groups or individuals
- A strategic instinct that can see the opportunities for change to happen and the path to get there
- Experience using a CRM, tracking and maintaining database information
- Strong time management skills, ability to juggle multiple projects at the same time
- Strong verbal, written and digital communication skills
- Fluency in French a strong asset
- Commitment to the mission, values and work of Nature Canada

Salary

The salary for this position is \$60,000 - \$65,000/year, depending on experience, with a benefits package that kicks in after a 3-month probation period.

To Apply

To apply for this position, please send a CV highlighting your relevant skills and a one-page cover letter describing why you want this job to info@naturecanada.ca with "Organizing Manager" in the subject line.

Deadline: April 16, 2021

No calls please. We thank all candidates for their interest, but we will only contact those selected for an interview.

We encourage applications from members of equity-seeking groups. Nature Canada is committed to a workplace free from discrimination, harassment and intimidation where everyone can participate safely, freely and confidently.

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