



Job Posting

Organizing Administrator

Eligibility:

Nature Canada is committed to a workplace free from discrimination, harassment and intimidation where everyone can participate safely, freely and confidently. We encourage applications from individuals who identify as BIPOC (Black, Indigenous, Peoples of Colour) and/or members of equity-seeking groups.

The Opportunity

Nature Canada has the opportunity to support other nature based organizations across Canada in hiring hundreds of BIPOC youth to increase representation and reduce barriers to careers in the nature sector. The Organizing Administrator will work alongside the Organizing Director and Organizing Manager in delivery of this program through supporting the completion of all administrative tasks associated with the Work to Grow program. 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 are delighted by a well organized spreadsheet and meeting deadlines
- You are not afraid of picking up the phone to make actual calls, not just texts
- You have administrative skills and can be self-organized
- You have experience managing a budget and keeping a close eye on metrics
- You have knowledge of and interest in the conservation sector of Canada
- Bonus points if you are bilingual, or have database skills (especially Salesforce).

We are looking for someone who can balance keeping an eye on the prize while managing the finer details and loves to support people through process.

This is a program that is evolving and the ideal candidate brings outside-the-box thinking, excitement to explore new strategies and creativity to engagement opportunities.

The position is based in Ottawa, where we are slowly returning to our office space on Bank Street. This position joins a team of Nature Network Organizers, works day to day with the Organizing Manager, and reports to the Director of Organizing.

Job Description and Duties

- Manage the intake of new partners in the Work to Grow program and support their engagement in the program
- Manage and process all Work to Grow contracts, funding agreements and invoicing
- Track relationships systematically in Nature Canada database (Salesforce)
- Support in the delivery of fiscal reporting
- Manage the program budget, grant proposals and new funding opportunities
- Ensure the program meets requirements under the federal Official Languages Act

- Support the Organizing team in the development and delivery of additional partner grants on a case by case basis

Summary of Qualifications and Experience

The successful candidate will have some combination of the following:

- At ease engaging new people; able to relate to diverse experiences
- Commitment to intersectional anti-racist practice
- Applicable work experience, education, or lived experience related to the specific duties; specifically in administrative duties (e.g. bookkeeping, administration, project management)
- Strong time management skills, ability to juggle multiple projects at the same time
- Strong communications skills
- Strong spreadsheet skills, Excel or Google Sheets
- Experience using a CRM or ability to learn to track and maintain database information
- Fluency in French is an asset
- Experience providing training or coaching to groups or individuals
- Commitment to the mission, values and work of Nature Canada

Salary

The hourly wage for this position is \$25.00. This position is a short term contract (4 months) being delivered through our Work to Grow program, with the likelihood of extension to a full year term depending on funding availability.

To Apply

To apply for this position, please send a resume and a one-page cover letter describing your motivations for applying for this job to info@naturecanada.ca with "Organizing Administrator" in the subject line.

Deadline: November 17, 2021

We thank all candidates for their interest, but we will only contact those selected for an interview.