



Saskatchewan Prairie Conservation Action Plan Manager Position

The Saskatchewan Prairie Conservation Action Plan (SK PCAP) consists of 29 organizations representing producers, industry, provincial and federal governments, environmental non-government organizations and research/educational institutions working towards a common vision of native prairie conservation within Saskatchewan's Prairie Eco-zone.

The position is a 12 month full-time position with the possibility of extension.

The individual will work under the supervision of the Saskatchewan Stock Growers Association General Manager at the office located in Regina, Saskatchewan, and under the direction of SK PCAP's Executive Committee. Flexibility of options will be entertained and salary will be based on experience.

SK PCAP is looking for an **energetic, creative, enthusiastic, responsible, and detailed-oriented** individual to:

Budget/Administration

- Prepare and oversee 1-3 balanced budgets, code financials and compile information for annual audit;

Funding

- Prepare and submit 8-12 funding applications/reports and seek out new funding opportunities;
- Invoice partners who contribute financially to the SK PCAP Implementation;
- Prepare financial contracts and Memorandum of Understanding (MOU) with partners and contract staff.

Communications

- Facilitate communications among the Executive, Steering Committees and the general public;
- Manage Communications and Stewardship Contract Staff in the compilation and distribution of the SK PCAP newsletter and Beef Business articles;
- Maintain the SK PCAP website;
- Help coordinate SK PCAP Native Prairie Speaker Series;
- Prepare and distribute News Releases and articles relating to SK PCAP and its deliverables;
- Compile the SK PCAP Partner Updates and Annual Workplans;
- Promote SK PCAP through attendance at workshops/conferences and giving presentations.

Partnership

- Facilitate and guide the focus groups in their delivery and development of the Annual Workplans including assisting with some of the deliverables such as:
 - The 2019-2024 PCAP Renewal Framework
 - Society for Range Management Tour
 - Education Program at AgriED during Agribition
- Coordinate and facilitate Steering Committee and Executive meetings including recording and distributing meeting minutes;
- Organize the declaration of Native Prairie Appreciation Week;

Contract Staff

- Hire and supervise 1-5 contract staff, as needed, to assist SK PCAP Manager.

Critical Attributes and Skills:

- Knowledge of the prairie ecosystem including geography, threats and species at risk an asset;
- Knowledge of Saskatchewan organizations involved in prairie conservation an asset;
- Experience with budget development/financials, funding applications, partner/staff contract development and staff supervision;
- Excellent communication skills (written and verbal) and comfortable with public speaking;
- Excellent organizational and computer skills (including Microsoft Office and Publisher);
- Self-motivated and able to work independently and as part of a team;
- Valid Driver's License (including clean driving record).

Please apply with cover letter, resume and 3 references by Friday, March 23, 2018 to:

Saskatchewan Stock Growers Association
c/o Chad MacPherson
Box 4752, Regina, SK, S4P 3Y4
Ph: (306) 757-8523; Fax: (306) 569-8799
E-mail: ssga@sasktel.net