

# **SOURIS RIVER WATERSHED DISTRICT**

## ***Job Opportunity - Operational Administrator (FULL-TIME)***

**The Souris River Watershed District is accepting applications from qualified individuals for a fulltime position of Operational Administrator**

### **Job Objective:**

The Operational Administrator will assist SRWD with communications, education, advertising and promotion including organizing SRWD events and attendance at community events. They will undertake the role of the calculation of grant receivables and associated reporting from external funding. They have a significant role in the maintenance and updating of policy. Assists the Board with meetings and distributes and uploads minutes.

**Job Location:** This position may be located in either the Reston or Deloraine Office with some travel between the two offices on occasion

### **Skills Required:**

- The ability to work both independently and as part of a team
- A high level of creativity
- The ability to think critically and analytically
- The ability to write and speak clearly for a variety of audiences
- Knowledge of government processes and procedures would be an asset

### **Qualifications:**

- Graduate of a degree, diploma or certificate program in business administration, education, communications or equivalent relevant skills or experience.
- Experience in curriculum development for both youth and adults
- Experience in communications (newspapers, public speaking, video production, newsletters, promotions)
- Experience in web site development and maintenance is an asset.
- Experience in social media.
- Experience in financial reporting
- Knowledge of budgeting
- Experience with accounting software (Sage)
- Microsoft office software (Excel, Word, and PowerPoint)
- Previous experience in an office or outdoor setting
- Experience in management of employees would be an asset.

### **Compensation:**

- 35 hour work week
- Salary range \$52,000.00—\$67,000.00
- Employer paid Blue Cross Health Benefits Plan III
- Municipal Employee Benefits Pension

Interested applicants may submit a cover letter and resume including salary expectations and a list of 3 references by **4:30 p.m., Friday, February 14, 2025** to:

Email: [dean@srwd.ca](mailto:dean@srwd.ca) Attention: Dean Brooker General Manager

or

Souris River Watershed District Attention: General Manager

Box 339, 404 4th Street, Reston, MB R0M 1X09

Ph: (204) 877-3020 Fax: (204) 877-3090

Email: [dean@srwd.ca](mailto:dean@srwd.ca)

For more information please call the General Manager at 204 851 7157