



The Manitoba Important Bird Area (IBA) Caretaker Program and Manitoba Chimney Swift Initiative (MCSI) are seeking a full-time coordinator to run these programs in Manitoba, with the assistance of two volunteer steering committees. The successful candidate will work 3 days/week on the IBA Program and 2 days/week on the MCSI. The successful candidate will be responsible for delivering multiple grants for the Manitoba Important Bird Areas Program and the Manitoba Chimney Swift Initiative.

### **Job Description**

The position is currently funded fully up to March 31<sup>st</sup> 2028, with actual days worked being flexible depending on the candidate's availability and work requirements. The exact start date is negotiable, preferably by November 3<sup>rd</sup> 2025. It is envisioned that the successful candidate will work from Nature Manitoba's Winnipeg office; however, other locations may be acceptable to suit the successful candidate's preference. Travel to various Manitoba locations will be involved. The position will require field work and the successful candidate may need to stay overnight in rural Manitoba.

We seek a dynamic individual who can engage a variety of audiences and rally support for the projects from different sectors. The successful candidate will:

- Work independently, but with input from both steering committees, to continue the development and promotion of province-wide programs
- Write funding proposals and seek opportunities to expand the programs
- Be skilled at giving presentations, recruiting volunteers, and organizing events
- Organize volunteer events, including habitat stewardship work parties and volunteer monitoring blitzes
- Engage with diverse community groups to deliver stewardship and monitoring, including beef producers, landowners, First Nations, birders and building owners
- Deliver monitoring for various groups of birds including shorebirds, grassland birds and aerial insectivores
- Train and coordinate volunteers in avian monitoring techniques
- Be able to use the IBA monitoring protocol (eBird) and technical tools and to explain their usage to volunteers
- Be able to manage a database of Chimney Swift records and coordinate contributions to national monitoring programs
- Create and manage partnerships with governmental and non-governmental organisations

- Maintain the website <http://importantbirdareasmb.ca>, social media accounts and provide content to the volunteer webmaster for the MCSI website
- Manage two separate budgets, subcontracts and summer staff
- Represent the programs at meetings or conferences as required
- Coordinate the two programs and be accountable to two Steering Committees as required

**Compensation:** \$26.50/hr starting salary, 40 hours per week, with the possibility of increased hours and pay dependent on performance review.

**Qualifications:**

- Demonstrated oral and written communications skills
- Demonstrated knowledge of natural history and conservation (although a degree in biological or ecological sciences is not required, this program will benefit from someone who can speak with confidence and authority on the conservation issues pertinent to IBAs and Chimney Swifts)
- Familiarity with Manitoba's avifauna, experience in conservation programming, experience in working with community organizations and/or NGOs, fundraising experience, and bilingualism, are strong assets
- Demonstrated ability to communicate and negotiate with different groups of people to deliver and negotiate stewardship for Species at Risk
- Demonstrated avian monitoring skills
- Basic computer familiarity, especially with Microsoft Office programs (Word, Excel, PowerPoint, and Outlook). Familiarity with Adobe or other photo-editing software an asset
- Valid driver's license (own vehicle preferred or ability to rent a vehicle)

**Apply To:**

Please send (electronically in .docx or.pdf format) a résumé and cover letter with the names of three referees to Tim Poole at [timothy.poole@gov.mb.ca](mailto:timothy.poole@gov.mb.ca).

**Deadline:** October 6<sup>th</sup>. 2025, 11:00 PM Central time