



Manitoba IBA Program Assistant

The Manitoba Important Bird Areas (IBA) Program is hiring a Program Assistant to support the Program Coordinator with bird monitoring, habitat stewardship, and outreach activities. This position is based out of Winnipeg, with occasional overnight travel throughout southern and central Manitoba. This position may include occasional early morning, evening, and weekend work.

This is a full-time position (40 hours per week) at \$18.50/hr from May 4 – August 21, 2026, with the possibility for extension into the fall.

Responsibilities

Working closely with the IBA Coordinator, the Program Assistant will:

- Conduct a variety of bird monitoring (general point counts, grassland bird surveys, shorebird surveys, targeted species-at-risk surveys, etc.)
- Conduct Chimney Swift monitoring in Winnipeg and other urban areas in Manitoba
- Support the planning and delivery of volunteer events and other program activities (such as bird monitoring blitzes, shoreline clean-ups, workshops, etc.)
- Enter and organize monitoring data
- Write and prepare blog posts and other social media posts
- Assist with the development of educational materials
- Other duties as assigned

Qualifications

- A minimum of 2 years of post-secondary education in biology, conservation or environmental science degree / diploma program
- A keen interest in birds and ability to identify birds in Manitoba
- Experience conducting field work
- Ability to conduct physical field work tasks such as carrying equipment
- Strong written and interpersonal communication skills
- Strong organizational skills and attention to detail
- Ability to work well independently and as part of a team
- Valid Class 5 Driver's License

Applicants must meet the following criteria to be eligible for the position:

- Youth aged 16 to 29
- Living in Manitoba
- Legally entitled to work in Canada

How to Apply

If you are interested, please send your resume and cover letter by email to the IBA Coordinator at **iba@naturemanitoba.ca**, with "IBA Program Assistant 2026" as the subject line. Please submit your application by the closing date of **April 2, 2026**.

We thank all interested applicants. Only those candidates selected for an interview will be contacted.

For more information on the Manitoba IBA program visit: importantbirdareasmb.ca