

The Atlantic Salmon Conservation Foundation

**Conservation Program Coordinator (Full Time)**

**Based at:** Fredericton, NB

**Job Purpose Summary:** To administer projects funded by the Foundation, liaise with funding recipients and participate fully in the project identification and selection process in Atlantic Canada and Québec.

**Language requirements:** Proficiency in English and French is necessary to converse freely with Foundation recipients and volunteers.

**Reports to:** Executive Director

**1. Key Responsibilities**

**Application Process Management:**

- Assess the policy, program and scientific merits of applications for funding prior to sending to advisory committees
- Assist the advisory committees in assessing applications according to Foundation policy and goals
- Provide advice to potential applicants
- Assist the Executive Director in overseeing and managing the application process
- Organize meetings and prepare meeting materials

**Project Coordination:**

- Work with recipients to draft funding agreements, identify project objectives, performance measures and schedule
- Work with recipients to ensure the terms and conditions of funding agreements are fulfilled
- Audit funded projects for performance, financials and other record keeping

**Database Management:**

- Update the Foundation database
- Extract project information for entry into database
- Assist in creating queries and reports from the database

**Partnership Development:**

- Work with the Executive Director to meet community groups to promote the Foundation
- Work with potential applicants to encourage partnership formation

**Communications:**

- Work with the Executive Director to prepare communications materials
- Manage Foundation website and social media
- Coordinate workshops, webinars, or other forums to promote ASCF and share information

**2. Qualifications:**

- Science or Administration degree from a recognized university
- Experience in field projects related to fisheries or environmental management
- Excellent verbal and written communication skills
- Demonstrate proficiency with Microsoft (i.e. Word, Excel, Outlook, PowerPoint)
- Willingness to travel and to periodically to work flexible hours
- Able to work independently and on multiple congruent items
- Attentive to detail

**Competition Closes:** 24 June 2022 at 5:00 pm

**Apply with CV & covering letter by email to:** Charline McCoy,  
charline@salmonconservation.ca