



Canadian Water Network
Réseau canadien de l'eau

Project Coordinator, Lake Ontario Collaborative Group (part-time contract)

Are you passionate about protecting drinking water sources and fostering collaboration among municipalities and provincial governments? Canadian Water Network (CWN) seeks a qualified part-time Project Coordinator to manage a collaboration among four Greater Toronto area municipalities in Ontario to implement an early warning system for Lake Ontario drinking water intakes in support of source protection planning.

Consider joining us if you are motivated by:

- Fostering intermunicipal and municipal-provincial collaboration in water management.
- Working independently, collaborating with a diverse team and connecting with municipal water leaders.
- Continuous learning and supporting collaboration.
- Working within a dynamic, fast-paced and agile environment.

About Canadian Water Network

CWN is a national nonprofit that tackles complex water-related challenges affecting our communities, health and climate. We do this by bringing together leaders from different fields and sectors to learn from each other, share knowledge and work together to make a difference. Our partners and collaborators include government decision-makers, water managers, public health practitioners, community-based and Indigenous organizations, and representatives from water-dependent economic sectors.

Our mission is to inspire and empower Canadians to lead the way in finding water solutions to protect our health, create vibrant and resilient communities, and respect our natural environment. We envision a Canada where our vital water resources are respected and protected, ensuring healthy, equitable and resilient water management for all. Learn more at www.cwn-rce.ca.

Job description

The Project Coordinator (part-time contract) reports to CWN's Director, Communities and Climate.

The Project Coordinator will apply project management best practices to coordinate a long-standing collaborative project among the City of Toronto, Durham Region, Halton Region and



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Peel Region, in support of drinking water source protection planning. The Project Coordinator will maintain and coordinate the overall project work plan and budget forecast, support ongoing municipal staff team and director meetings, document meeting minutes and actions, and maintain a web-based SharePoint portal that supports collaboration, among other activities. The Project Coordinator brings a flexible and adaptable capacity-building skillset to advance collaboration among municipalities, provincial ministries and conservation authorities, working independently and as part of a team.

Accountabilities

- Plan and implement project coordination, an overarching project work plan, implementation timelines and budget forecasts for the collaborating municipalities.
- Ensure ongoing engagement of — and communication to — project participants, reporting on project progress, milestones and key outcomes.
- Convene and facilitate regular staff team meetings.
- Convene and facilitate regular director meetings.
- Identify and implement risk management strategies for the long-term success of the collaborative following consultation with project participants.
- Maintain project documentation and provide regular reports on progress, issues, outputs and outcomes.
- Convene and facilitate project engagement activities such as steering committee meetings, technical committee meetings and others as they arise.

Knowledge, skills and competencies

- Knowledge of drinking water source protection planning in Ontario and the *Clean Water Act, 2006* requirements.
- Knowledge of collaborative processes and project/program sustainability.
- Knowledge of and skill in using SharePoint as a mechanism for maintaining collaboration.
- Knowledge of large/great lake limnology is an asset.
- Superior interpersonal skills to connect with and build relationships among project participants.
- Strong facilitation and moderation skills for in-person and online events.



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- Strong technology skills, including MS Office 365 Suite of tools and videoconferencing tools.
- Strong verbal and written communication skills.
- Ability to synthesize various sources of information and tailor key messages to the local/regional perspective.

Experience and education

- Direct relevant experience in implementing drinking water source protection is required.
- Knowledge of municipal and provincial government structure related to source protection planning.
- A post-secondary degree in a discipline related to source water protection planning, e.g., environmental studies, engineering, biology, limnology, etc.

This position is ideal for a candidate interested in a part-time contract for up to one year with the possibility of an extension. The contract hourly rate will be negotiated to a maximum amount per annum.