



Meewasin Valley Authority
402 Third Avenue South
Saskatoon, Saskatchewan S7K3G5
Phone (306) 665-6887 Fax (306) 665-6117

Employment Opportunity

POSITION: Educations & Experience Manager

Do you love the river valley? Spend hours on the Meewasin Trail? Love birdwatching, hiking or just enjoy the serenity of nature? Are you looking for a connection between your personal values and interests and where you spend your days working? Excited by the possibility of applying your talents to an organization that is part of the legacy of the Saskatoon region?

BENEFITS: Meewasin offers a generous benefits package including flexible work environment, extended health, dental, disability and life insurance and a matched pension.

START DATE: March 2025

OTHER: The successful individual will be a member of Meewasin's leadership team and play a vital role providing strategic direction and working closely with all departments across the organization, formulating education, tourism and community experiences visions, goals, directions and policies that are consistent with Meewasin's overall goals and direction.

JOB DESCRIPTION: attached.

TO APPLY:

Please provide the following information marked "Education & Experience Manager" to the email below on or before February 21, 2025:

* cover letter and resume in one PDF document *

Meewasin Valley Authority
Email: jobs@meewasin.com

DEADLINE FOR APPLICATIONS: February 21, 2025:

Only those applicants who have been chosen for an interview will be contacted. For more information visit www.meewasin.com/careers.



Education & Experiences Manager

Position: Education & Experiences Manager

Reports to: Chief Executive Officer

Date: January 2025

Organizational Description:

Meewasin is a purpose driven team of about 30 employees who work in a fast-paced environment. We are committed to delivering strategic priorities of maintaining a healthy & vibrant river valley, growing a sense of community, and protecting the legacy of the region that follows an amazing 100-year plan. Meewasin's successes could not be achieved without such a hardworking, adaptable and dedicated team. We are always looking for people who are committed to this legacy and want to apply their skills and expertise to make a difference.

Meewasin is located on Treaty 6 Territory and the Homeland of the Métis. We humbly acknowledge the traditional caretakers of the land and honour the First Nations and Métis people of this place.

General Accountability

Reporting to the CEO and part of Meewasin's management team, the Education & Experiences Manager is an integral role to Meewasin. The incumbent has a primary responsibility to provide successful strategic leadership to the organization's education, tourism and community initiatives as set out in Meewasin's strategic plan.

Specific Accountabilities

1. Program Development & Management

- Plan, deploy, implement, measure and evaluate Meewasin's valley-wide education, tourism and community initiatives integrating the Meewasin message.
- Ensure high quality individual, group and digital experiences and opportunities.
- Integrate education, tourism and community experiences in regional offerings to support a singular goal for increased availability of quality experiences in the Saskatoon region.
- Manage and participate in a team of interpretive staff to deliver education, tourism and community initiatives both online and at a variety of locations throughout the Meewasin Valley.

2. Management Excellence

- Lead, attend, present and engage internally and externally on boards, committees and working groups where appropriate
- Foster relationships and partnerships to support and enhance Meewasin's strategic priorities
- Develop and adhere to annual business and work plans and budgets including revenue and expenses annually to achieve department goals and objectives
- Initiate or support requests for funding applications and corresponding reporting related to funding in alignment with departmental goals and objectives
- Recruit, retain, train, coach and hold departmental employees accountable to delivery of team and work plans

Education and Experience

A degree or diploma with a focus on marketing, communications, tourism, education, or commerce/business administration, with complementary experience in travel, cultural planning/development, outdoor recreation or group leadership. At least five years of related management experience, including proven ability to deliver on strategic initiatives, budget implementation and planning, proposal development and consistency and leadership in managing teams is required. Proven ability to develop strong relationships in the community is also required.

Candidates with experience in developing partnership with K-12 and post-secondary institutions, First Nation and Métis communities, and/or the tourism industry may be given preference.

A satisfactory Criminal Record Check, including a vulnerable sector check, is required prior to appointment to the position.

A valid driver's license is required.

Required Competencies

Meewasin has four core competencies that are common for all Meewasin positions and support the culture of this organization. They form the foundation of our recruitment tools and employee assessments:

Communication (Leadership)

Demonstrates an ability to communicate with clarity and impact in a wide variety of settings.

Teamwork and Collaboration

Demonstrates the ability to work cooperatively within a team, and with individuals throughout the organization, to achieve optimal results.

Flexible and Adaptable

Demonstrates an ability to adapt and thrive in an atmosphere of changing priorities and circumstances.

Problem Solving and Decision Making

Able to take action in solving problems while exhibiting judgement and a realistic understanding of issues; able to use reason even when dealing with emotional topics; review facts and weigh options.

In addition, the specific competencies for Meewasin's Education & Experiences Manager are:

Coaching and Developing Others

Demonstrates the ability to foster learning and development in others; accurately assess employee's interests, needs and capabilities then coach or support them as necessary.

Strategic Business Sense

Demonstrates the ability to understand business functions within the organization and industry; recognizes internal/external patterns and trends; Uses and balances this information (such as revenue, costs, client needs, short and long-term needs) to guide activities and develop strategies that help ensure the organization's success.

Relationship Building

Demonstrates understanding and openness towards others; building rapport by nurturing and valuing positive relationships both in and outside the institution.

Results Oriented

Demonstrates a consistent focus on achieving results by overcoming challenges or obstacles; achieves or surpasses standards of excellence.

Client Focus or Service

Demonstrates a high level of service delivery to internal and external clients by setting priorities based on client needs and continuously seeking ways to meet and exceed client expectations.

Initiative

Demonstrates taking action without being prompted to do so by others; complete tasks by removing barriers and locating necessary resources.

Focus on Safety

Demonstrates a commitment to safety in the workplace, including in one's own work, that of the team and that of the entire organization.