

Municipal Natural Assets Initiative Operations and Project Assistant

Opportunity

The Municipal Natural Assets Initiative (MNAI) is seeking a dynamic and motivated Operations and Project Assistant to play a vital role in helping natural assets management become a broadly based practice across Canada.

Role Description

This will initially be a flexible, part-time staff position with scope for the role to expand.

The Operations and Project Assistant will help ensure that MNAI systems, administration and processes all support the timely delivery of effective projects.

Reporting

The Project Assistant reports to the Operations Manager.

RESPONSIBILITIES

Knowledge management

- Maintain / enhance MNAI CRM database using MailChimp.
- Manage Dropbox with security, access tiers, training for team members and ongoing evolution of structure.
- Maintain database development for correctly citing MNAI's written work.
- Manage photo library.

Success metrics: All MNAI data is efficiently, securely, and effectively stored, and available in the appropriate form whenever it is needed.

Data tracking and analysis

- Track local government-level implementation actions in MNAI template, and other items to support implementation of the Strategic Plan.
- Assist with Time Tracker analysis, key performance indicators, and other relevant financial pieces.
- Assist with preparing contracts, managing amendments and budgets.

Success metrics: MNAI data is tracked and analyzed as needed to support board members, operations and HR, and financial management. MNAI is up-to-speed on the activities of local governments with which it works.

Operational and IT support

- Provide logistical and administrative support as appropriate across all MNAI projects and for the board, including, for example, organizing Zoom calls, meetings, gatherings of advisory committees, keeping records from meetings.
- Provide support for effective use of tools that MNAI uses such as Zoom, Dropbox, Google admin.
- Work with Operations Manager to revamp the Project Management system. This includes systems to handle task management and progression, a shared calendar, project communications/correspondence, and file management.
- Work with Operations Manager to ensure that MNAI's existing tools and systems are robust and up-to-date (Trello, DACT) and, as relevant, investigate any upgrades required.

Success metrics: All logistical / administrative aspects of MNAI projects are delivered seamlessly, project rigor is supported.

Correspondence/communications support – in concert with Communications Advisor

- Help expand social media presence and impact (Twitter, Facebook, LinkedIn).
- Translate monthly dispatches/newsletters into Mailchimp.
- Support team for webinars with Zoom, notetaking, rolling action items into project management system.

Success metrics: Correspondence and communications are timely, regular and on-point.

Organization

MNAI, a Canadian not-for-profit society, has defined and pioneered municipal natural asset management, a practice that motivates and supports municipalities to understand, protect, enhance and restore nature as a vital asset that provides core local government services (e.g., flood management) and diverse co-benefits (e.g., recreation, health). Municipal natural asset management is a counterpoint to more traditional asset management approaches that ignore nature entirely or understand it only in terms of green or aesthetic benefits, which result in it being overused and under-acknowledged.

MNAI works both *directly* with local governments to provide methods, tools and advice, and at a systems level to help ensure there is market demand for municipal natural asset management, multiple entities that can help local governments meet the demand, and professional norms, national standards, and curriculum to ensure that work is comparable, effective and replicable.

MNAI has worked with 90+ local governments on projects ranging from natural asset inventories to complex initiatives in multi-use, multi-owner watersheds from a baseline of 1 single initiative five years ago. To support these efforts, MNAI has:

- Developed, introduced, tested and refined multiple methods and tools for municipalities to adopt and implement municipal natural asset management (MNAM).
- Played a key role in the ongoing development of Canada's first *National Standard for inventories*, which are a first foundational step in natural asset management.
- Played a key role in the emergence of Canada's first *natural asset guidance for engineers and geoscientists*.
- Played a key role in developing academic programming and training for natural assets management in partnership with *Royal Roads University*.
- Helped municipalities address challenges that are stalling full implementation and scaling of MNAM within municipal operations.

Throughout, MNAI has cemented its leadership role, demonstrated a consistent ability to deliver projects on time and on budget, and been recognized for its efforts with several awards.

Location

The MNAI team works remotely across Canada.

Diversity

MNAI is committed to meeting or exceeding:

- 1/ 50% gender parity ("50% women and/or non-binary people on Canadian board(s) and/or senior management").
- 2/ 30% representation of other equity-deserving groups: Racialized, Black, and/or People of Colour ("Visible Minorities"), People with disabilities (including invisible and episodic disabilities), 2SLGBTQ+ and/or gender and sexually diverse individuals, and Aboriginal and/or Indigenous Peoples on its Board and staff.

Meetings

Most meetings will be virtual. Travel costs will be covered per MNAI policy in the event of an in-person meeting.

Applications and more information

Please send a cover letter and CV by Friday, April 22, 2022 to info.mnai@gmail.com.