Job Posting – Major Projects Coordinator

Birds Canada is the country's leading national organization dedicated to bird conservation. Our dedicated team of over 100 staff works alongside thousands of committed volunteers and supporters to uncover the science needed to understand birds, unite people and communities around conservation, and act to protect birds and their habitats. Together, we are Canada's Voice for Birds.

Birds Canada consistently sees strong employee wellness outcomes and high Employee Net Promoter Scores, reflecting a workplace where people feel supported, engaged, and proud of the work they do. Will you join us?

POSITION OVERVIEW

Birds Canada is undertaking a significant period of investment in its facilities and infrastructure in the Port Rowan- and Long Point, Ontario area, supported by our Major Fundraising Campaign. Major Projects will include the development of the Birds Canada Long Point Campus, including:

1) The Birds Canada National Learning Centre which will transform our national Long Point headquarters into a vibrant, world-class destination. It will feature hands-on learning, educational exhibits, community event space, provide an exemplary outdoor nature viewing experience through accessible trails and infrastructure, and act as a gateway to discovering the natural areas in the surrounding Long Point UNESCO Biosphere.
2) On-site accommodation, storage, workshops and laboratory facilities to support the Learning Centre.
3) Rejuvenation of the three research stations at Birds Canada's Long Point Bird Observatory.

Through these enhancements, our goals are to 1) reach and inspire more people across Canada to act for the birds they love, 2) provide unique, experiential training for the next generation of conservationists and scientists, and 3) power the science birds need to thrive through robust monitoring and research needed to address the greatest threats to birds. The connection between people and birds is vital to understanding and conserving them. We must invest in connecting people to birds, because ultimately, conservation is about people. When our community grows, so does our collective impact.

Reporting to the Director of Innovation and Strategic Assets, the Major Projects Coordinator will play a key role in turning these ambitious plans into reality. The Coordinator will establish effective project management systems, organize priorities, coordinate stakeholders, and keep activities moving toward key milestones. While the Director retains overall accountability for project direction, budgets and major decisions, the Coordinator will take ownership of the day-to-day coordination and follow-through needed to advance the work. We're looking for a very well-organized, proactive and resourceful professional who anticipates needs, takes initiative, and has the confidence and diplomacy to push for decisions and address challenges.

EMPLOYMENT DETAILS

This is a two-year, part-time contract position (20–24 hours per week) with a flexible schedule and the possibility of extension or evolution to full-time employment subject to funding and organizational needs. The preferred location is within regular commuting distance of Port Rowan, Ontario, although Ontario-based remote

arrangements may be considered with occasional mandatory travel to our facilities in Port Rowan (approximately 10-12 times per year).

SALARY

The starting full-time equivalent salary range for this role is $69,534–$74,170 annually. As this is a part-time position (20–24 hours per week), the actual salary will be prorated based on the agreed-upon work schedule. Starting salary within this range will reflect internal equity and relevant experience.

TOTAL COMPENSATION AND BENEFITS

Birds Canada offers a competitive starting wage with predictable annual increases, 20 days of vacation and 12 personal health days per year (prorated based on a part-time schedule as applicable), three paid days off between Boxing Day and New Year's Day, and observance of all statutory holidays, including the National Day of Truth and Reconciliation. After 12 months, employees receive 5% RRSP matching through Canada Life. We also offer a primarily employer-paid extended health and dental benefits package (including disability, life insurance, vision care, travel insurance, and an Employee Assistance Plan) after three months of employment, plus access to employee discounts with mission-aligned partners.

DUTIES AND RESPONSIBILITIES

Project Planning, Scheduling, and Prioritization

- Develop and maintain integrated project plans, schedules, milestone trackers, and other project management tools, translating strategic priorities into actionable work plans with clear responsibilities and deadlines.
- Develop project schedules around key milestones, including facility openings and funding deadlines, to identify activities, dependencies, decision points, and timelines, ensuring work is appropriately sequenced and coordinated.
- Coordinate with internal stakeholders, including Finance, Facilities, Development, and Engagement to align project activities, timelines, and priorities with broader organizational requirements and available resources.

Project Coordination, Accountability and Follow-Through

- Take ownership of day-to-day project coordination and follow-through, proactively booking and running effective meetings, tracking commitments, responsibilities, decisions and deadlines, and following up with stakeholders to ensure actions are completed and projects continue moving forward.
- Provide concise status updates highlighting progress, emerging issues, upcoming milestones and decisions requiring attention.
- Support project implementation by coordinating procurement processes, including RFPs and bid reviews, liaising with consultants and contractors, organizing project activities and logistics, and tracking deliverables and timelines.
- Work closely with the Director to anticipate upcoming needs, identify matters requiring decisions or approvals, and maintain momentum. Independently resolve routine coordination challenges, constructively challenge assumptions or unrealistic expectations, and bring forward recommendations when direction is needed.

Stakeholder Communication and Coordination

- Coordinate meetings and working sessions with internal teams, consultants, contractors, funders and other stakeholders, facilitating effective communication, collaboration, and information-sharing. Prepare project briefings, presentations and updates as required.

Grant Deliverables, Financial and Administrative Coordination

- Track Major Campaign funding agreements, deliverables, reporting requirements and deadlines, integrating funder commitments into overall project plans and timelines.
- Coordinate with Fundraising, Finance and other stakeholders to monitor progress against grant commitments, prepare interim and final reports, and support the development of new grant proposals, including project descriptions, timelines, budgets and supporting documentation.
- Liaise with Finance to monitor project expenditures against approved budgets, track invoices, contracts and financial commitments, and identify potential budget pressures, cash-flow considerations and financial risks.

REQUIRED KNOWLEDGE AND SKILLS

- Knowledge of project management principles, processes and tools, including project planning, scheduling, milestone tracking and reporting.
- Proficiency with Microsoft 365 and familiarity with project management software and tools.
- Highly developed organizational, planning and prioritization skills, with the ability to manage multiple concurrent activities, competing demands and changing circumstances.
- Demonstrated ability to work independently, take initiative, anticipate needs and maintain momentum with limited day-to-day supervision.
- Strong interpersonal skills, including the confidence, tact and diplomacy to work effectively with senior leaders and diverse stakeholders, constructively challenge assumptions and ensure accountability and follow-through.
- Sound judgment and a practical, solutions-oriented approach to problem-solving, including knowing when to act independently and when to seek direction.
- Excellent written and verbal communication skills, including the ability to prepare clear reports, presentations and project documentation.

EDUCATION AND EXPERIENCE

- Postsecondary education in project management, business administration or a related field; or an equivalent combination of education and experience.
- Demonstrated experience coordinating projects involving multiple stakeholders, external consultants and contractors, timelines, and competing priorities.
- Experience supporting project budgets, financial tracking, grant reporting or funding agreements.
- Experience with capital or infrastructure projects and/or working in the nonprofit or conservation sector would be considered an asset.

TO APPLY

Please submit your resume along with a covering letter outlining how your experience makes you a strong candidate for this role via the Birds Canada Online Job Portal 12:00 noon EST on December 11, 2026. Birds Canada will provide accommodation throughout the recruitment, selection, and/or assessment process to applicants with disabilities.

At Birds Canada, we are committed to fostering a culture that values Indigenous Engagement and Reconciliation, and Inclusivity, Diversity, Equity, and Accessibility, as integral approaches that shape all that we do in our organization and for nature (read our full commitment to inclusion at this LINK). We oppose prejudice, bigotry, and discrimination, and aim to ensure that people of all backgrounds, identities, abilities, and experiences feel a sense of belonging and can participate in protecting wild birds and their habitats.

We are actively seeking to improve our ability to reach all candidates with our job postings. Applicants belonging to racialized groups, who identify as Indigenous, 2SLGBTQIA+, and/or who have a disability, are therefore welcome to mention this in their cover letter, if they feel comfortable, although this is not a requirement.