



## JOB DESCRIPTION

# DIRECTOR OF SPECIAL PROJECTS

### Position Overview:

The Director of Special Projects is responsible for overseeing long-term conservation initiatives and specific projects, such as the Frank Lake restoration and digitization of historical records. This position ensures that special projects align with Nature Calgary's mission and are completed efficiently.

### Key Responsibilities:

- **Project Management:** Lead the planning, coordination, and execution of special projects such as:
  - **Frank Lake restoration:** Pole and island installation
  - **Biodiversity surveys in natural areas**
  - **Historical Records:** Oversee the digitization of Nature Calgary's historical records from the 1960s and 70s, ensuring they are preserved and made publicly accessible in collaboration with institutions like the Calgary Public Library.
  - **Calgary & Region Bird Guide:** Spearhead the creation of a Calgary & Region Bird Guide.
- **Stakeholder Engagement:** Collaborate with external partners, volunteers, and board members to ensure projects are resourced and supported.
- **Funding & Budget Management:** Work with the Treasurer to secure funding for special projects and ensure they are completed within budget.
- **Reporting & Accountability:** Provide regular updates to the board on project progress, key milestones, and any challenges faced.

### Qualifications:

- Experience managing environmental or conservation projects.
- Strong organizational skills with an ability to manage multiple tasks and deadlines.
- Interest in coordination of vendors and volunteers for data digitization.
- Knowledge of ecological restoration and biodiversity assessment.