



Senior Program Coordinator (Canada)

September 2026

The **Great Lakes and St. Lawrence Cities Initiative / Alliance des villes des Grands Lacs et du Saint-Laurent** is a leading multinational coalition of municipal, First Nation, and Tribal leaders committed to driving economic prosperity while safeguarding the freshwater resources of the Great Lakes and St. Lawrence River Region. Joining our team means stepping into a vibrant, fast-moving environment where you'll collaborate directly with mayors, senior municipal officials, and other influential decision-makers—alongside Canadian and American colleagues passionate about making a real difference.

We're looking for a **Sr. Programs Coordinator** to help support the execution of our *4R Waters* pilot project in Niagara Region, as well as the *Local Blue Economy Growth Fund*, through a water innovation knowledge mobilization program. This role will also help us build out our programming for our Canadian members. You'll report to the Program Manager and collaborate closely with our Canadian Managing Director. This is a full-time, fully remote position.

Our ideal candidate has strong organizational and project management skills, along with event planning experience. We are also looking for someone with a collaborative spirit, and the drive to turn ideas into impactful programs that advance our mission. If you're ready to put your skills to work to advance the interest of one of North America's most important economic regions and a globally significant freshwater resource, **we want to hear from you**.

The **deadline to apply for this position is October 4, 2026**. We thank all candidates in advance for their application, but only those invited for an interview will receive a reply.

MAJOR DUTIES AND RESPONSIBILITIES

Program Coordination and Development (90%)

With supervision and guidance from the Program Manager, the Sr. Program Coordinator will be responsible for undertaking the following activities related to the delivery of the *4R Waters Pilot Project* and the *Local Blue Economy Growth Fund*:

- 4R Waters
 - Lead the day-to-day coordination and implementation of the project according to the project workplan, ensuring activities, timelines, deliverables, and outcomes remain on track and within budget.
 - Coordinate and support the project's steering committee, including scheduling meetings, preparing agendas, and documenting decisions.

- Coordinate and manage contractors, including coordinating scopes of work, timelines, deliverables, and project expectations.
- Coordinate community-based science activities, community forums, workshops, and other engagement activities in partnership with project stakeholders.
- Serve as the primary point of contact for partners, contractors, and other contributors.
- Coordinate procurement activities as needed, including developing requests for proposals/quotes.
- Track project expenditures against budgets and coordinate invoices, payments, and financial documentation.
- Develop, manage, and execute the project's communications plan in collaboration with the project team and project partners.
- Support the preparation and completion of required financial and progress reports.
- Present project updates as part of roundtables, partner meetings, and other forums.
- **Local Blue Economy Growth Fund**
 - Plan and coordinate knowledge mobilization events, including panels, keynotes, networking activities, workshops, and roundtables, focused on connecting municipal leaders, academics, water and wastewater professionals, researchers, First Nations, and innovators. In addition:
 - Develop event timelines, templates, agendas, run-of-show documents, and logistical checklists.
 - Support the development of themes, agendas, sessions formats, discussion questions, and other program content.
 - Coordinate event registrations, invitations, attendee communications, materials, and on-site logistics.
 - Identify, recruit, and coordinate speakers, panelists, facilitators, and subject matter experts; coordinate speaker outreach, scheduling, briefing, presentations, A/V requirements, and other event needs; serve as the primary contact for speakers before, during, and after an event.
 - Identify and secure appropriate event venues for in-person events; coordinate venue bookings, catering, A/V requirements, room set-up, signage, and other event logistics.
 - Track budgets, invoices, contracts, and other administrative and financial requirements for the delivery of events.
- **General Program Support**
 - Manage program timelines and milestones

- Coordinate with the Program and Operations teams, along with partners, to support the execution of programs and projects in Ontario, including scheduling meetings
- Assist in the development of new Cities Initiative programs in Ontario, including identifying project partners and supporting grant applications
- Troubleshoot issues to ensure smooth delivery of programs
- Participate in regular planning meetings with key Program and Canadian staff

Event and Operations Support (10%)

- Lead the development of other knowledge mobilization events, workshops, and roundtables as funding is secured.
- Serve as the DonorPerfect (CRM) lead for Canadian operations.
- Provide support for other key organizational events, including the Annual Conference, the Mid-Year Meeting, Regional Meetings, and regular Board of Directors meetings

KEY QUALIFICATIONS AND COMPETENCIES

- **Qualifications:**
 - Post-secondary degree or diploma, with a preference for communications, public relations, and/or environmental management
 - Two to three years' experience in event planning and/or project coordination
 - Excellent written and verbal communication skills
 - The ability to multi-task, prioritize, and deliver on multiple demands under tight deadlines
 - Eligibility to work in Canada
 - Willingness and ability to travel in Canada and the United States
- **Competencies:**
 - Creative thinking and problem-solving abilities
 - Strong organizational and project management skills
 - Understanding environmental and economic development policy, and willingness to become a content expert in the organization's strategic pillars
 - Sound judgement and strategic decision making
 - Strong interpersonal skills, and evidence of collaboration and teamwork
 - Knowledge of Donor Perfect and/or other CRMs preferred
 - Fluency in English required, with bilingual proficiency in English and French considered a strong asset
 - Self-discipline to work at a virtual organization
 - Eagerness to learn and grow from direct mentorship

WHAT WE OFFER

- **\$55,000 to \$65,000 CAD annually contingent on qualifications** with a comprehensive benefits package, including:
 - Supplemental health benefits
 - 2% RRSP contributions
 - Three weeks of paid vacation plus federal holidays, bonus paid time off during our annual holiday shutdown.
- Annual **bonus opportunities**

WORK LOCATION

This position is **fully remote**. Candidates **must be based in Ontario**, with a preference for Niagara Region.

HOW TO APPLY

Send a cover letter and a resume to the attention of: Calantha Elsby, Program Manager, at admin@glslcities.org. The subject line should read “Programs Coordinator – First and Last Name of Applicant.”

Diversity Statement

The Cities Initiative is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

About the Great Lakes and St. Lawrence Cities Initiative / Alliance des villes des Grands Lacs et du Saint-Laurent

The Great Lakes and St. Lawrence Cities Initiative / Alliance des villes des Grands Lacs et du Saint-Laurent is a multinational coalition of municipal, First Nation, and Tribal government executives representing communities in the Great Lakes and St. Lawrence River Region who are working to promote economic prosperity in our communities and protect our fresh water for the benefit of current and future generations. With more than 425 communities represented, from Lake Superior to the Gulf of the St. Lawrence, the Cities Initiative is leading the way in advancing the environmental, economic, and social health of the region by addressing issues impacting its residents. The Cities Initiative is represented by two organizations operating out of the United States and Canada, though our work and many functions work across borders to support both organizations.