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At the Federation of Ontario Cottagers' Associations (FOCA), we believe individuals and communities play a vital role in caring for and shaping the future of Ontario's waterfronts. Join a dedicated team where your passion for the environment, rural living, and community engagement will make a meaningful impact. At FOCA, we value collaboration, learning, and innovation—and we're proud to support a province-wide network that spans generations. Together, we work to sustain and enhance the cottage experience for today, and for generations to come. We are currently seeking a

PROGRAMS COORDINATOR

FOCA is seeking an energetic, highly organized, and proactive **Programs Coordinator** who thrives in a collaborative environment, manages multiple priorities with ease, and brings strong attention to detail to their work. The ideal candidate is a strong communicator, skilled project coordinator, and self-starter who is passionate about supporting environmental stewardship, education, and vibrant waterfront communities across Ontario.

As FOCA's Programs Coordinator, you will play a key role in the planning, delivery, and administration of FOCA's programs, special events, and grant-funded initiatives. This dynamic position supports everything from coordinating webinars, workshops, conferences, and member education opportunities to managing program logistics, reporting requirements, and stakeholder relationships.

A key focus of this role will be identifying, researching, and securing new funding opportunities to support FOCA's mission and strategic priorities. You will write grant applications, manage deliverables for funded projects, prepare reports for funders and partners, and help to ensure programs are delivered effectively, on time, and within budget. You will also support the ongoing evaluation and growth of programs to maximize member value and environmental impact.

This is more than an administrative position; it is an opportunity to help shape and grow programs that support healthy lakes, informed waterfront property owners, and stronger member communities across Ontario. From coordinating impactful educational experiences to helping secure the resources needed to expand FOCA's reach, your work will contribute directly to the long-term sustainability of Ontario's waterfronts and the communities that care for them.

FOCA (the Federation of Ontario Cottagers' Associations) is a not-for-profit membership organization representing lake, cottage, camp, road, and rural waterfront resident associations across the province. Our members steward over 15,000 km of shoreline and 50,000 hectares of privately owned waterfront lands, from Kenora to Kingston, Lake Erie to Temagami.

Key Responsibilities

- **Manage Grant-Funded Programs:**
Support the administration and delivery of grant-funded projects by coordinating timelines, deliverables, budgets, reporting, and stakeholder engagement.
- **Research & Secure Funding Opportunities:**
Identify, research, and support the development of grant applications, sponsorship proposals, and new funding opportunities aligned with FOCA's strategic priorities.

- **Build Partnerships & Member Value:**
Foster positive relationships with member associations, funders, sponsors, government agencies, and partners to strengthen program impact and support FOCA's mission.
- **Coordinate Events & Education:**
Plan and deliver FOCA educational programs, webinars, workshops, conferences, and special events, including logistics, registration, speaker coordination, promotion, and evaluation.

We're Looking for Someone Who:

- Brings exceptional organizational, written communication, and interpersonal skills
- Can juggle shifting priorities with professionalism—and a sense of humour
- Has a strong service mindset and business acumen
- Is comfortable with database systems (Zoho One), Microsoft Office, and a variety of digital tools
- Works independently, takes initiative, and collaborates effectively
- Has knowledge of Ontario cottage country and/or nonprofit operations (an asset)

Qualifications

- Minimum 2–3 years of experience in program coordination, project management, nonprofit administration, event planning, fundraising, grant writing, or a related role.
- Demonstrated experience researching, writing, or supporting grant applications and funding proposals.
- Strong organizational and project coordination skills with the ability to manage multiple priorities and deadlines.
- Excellent written and verbal communication skills, with strong attention to detail and editing ability.
- Experience coordinating events, educational programming, workshops, webinars, or stakeholder engagement initiatives.
- Comfortable preparing reports, tracking budgets, and managing project deliverables.
- Strong relationship-building skills with the ability to work collaboratively with members, partners, funders, and volunteers.
- Highly proficient in Microsoft Office Suite, Zoho CRM/databases, virtual meeting platforms; experience with website content management systems is an asset.
- Self-motivated, resourceful, and able to work independently while contributing positively to a small, collaborative team.
- Passion for environmental stewardship, healthy lakes, and supporting Ontario's waterfront communities is an asset.
- Valid driver's licence and willingness to travel occasionally across Ontario, including some evenings and weekends.

APPLICATION PROCESS:

Expressions of interest, including a resume, will be accepted until June 8, 2026. Please send your application confidentially to info@foca.on.ca with the words "Application: Program Coordinator" in the Subject line.

Information provided by or about candidates for these positions will be used only for candidate selection. We thank each applicant for taking the time and effort to respond; however, only candidates to be interviewed will be contacted.

POSITION DESCRIPTION

Title: Programs Coordinator **Reports to:** CEO **Salary:** \$39,000 - \$45,000 *health benefits, Group RRSP*
Location: Hybrid: Remote and in-office at 159 King Street, Peterborough, ON **Duration:** Full-time, permanent

Position Overview:

The Programs Coordinator plays a key role in supporting the successful delivery of FOCA's environmental programs, organization events, and grant-funded initiatives that benefit waterfront communities across Ontario. Reporting to the CEO, this position is responsible for coordinating programs and events, supporting grant research and writing, managing project administration and reporting, and helping identify new funding opportunities to advance FOCA's mission and strategic priorities. The ideal candidate is highly organized, detail-oriented, and collaborative, with strong written communication and project coordination skills and a passion for environmental stewardship and community engagement.

KEY RESPONSIBILITIES:

Manage Grant-Funded Programs

- Coordinate the implementation and day-to-day administration of grant-funded projects, ensuring timelines, deliverables, and program objectives are achieved.
- Track project budgets, expenditures, reporting requirements, and performance metrics to ensure compliance with funding agreements.
- Liaise with funders, consultants, partners, and stakeholders to support project execution, communication, and reporting.

Research & Secure Funding Opportunities

- Research and identify grant programs, sponsorships, and funding opportunities that align with FOCA's mission, strategic priorities, and program needs.
- Assist in the preparation, writing, and submission of grant applications, funding proposals, sponsorship requests, and supporting documentation.
- Maintain a funding pipeline and calendar of opportunities, deadlines, reporting obligations, and stewardship activities.

Build Partnerships & Member Value

- Develop and maintain strong working relationships with member associations, funders, sponsors, government agencies, and community partners.
- Support collaborative initiatives and partnership opportunities that strengthen FOCA programming, advocacy, education, and member engagement.
- Respond to partner and member inquiries, helping connect stakeholders to FOCA resources, programs, and services that enhance member value.

Coordinate Events & Education

- Provide administrative and logistical support for FOCA events, programs, webinars, and workshops.
- Coordinate event registration, speaker communications, materials, scheduling, and other event logistics to support successful delivery.
- Assist with event promotion, participant communications, and post-event follow-up and evaluation.

Additional Duties: Perform other duties and participate in special projects as assigned.