



CONTRACT OPPORTUNITY

Program Manager, Coastal Stewardship Network

About CFN-GBI

The Coastal First Nations - Great Bear Initiative Society (CFN-GBI) is a not-for-profit organization established in 2003. It is owned, governed, and operated by a unique alliance of First Nations which collaborates to protect coastal lands and waters, and to support a new conservation-based economy in their territories. The members of CFN-GBI are the Wuikinuxv, Heiltsuk, Kitasoo/Xai'Xais, Nuxalk, Gitga'at, Metlakatla, Gitxaala, Council of the Haida Nation, Old Massett, and Skidegate.

In addition to its business ventures, the work of CFN-GBI is undertaken by a range of programs and initiatives, including: Land Stewardship, Marine Planning, Fisheries Reconciliation, Climate Action, and the Coastal Stewardship Network.

Coastal Stewardship Network

The Coastal Stewardship Network (CSN) began as the Coastal Guardian Watchman (CGW) Network in 2005 and works to support CFN-GBI member-Nations' stewardship offices in building capacity to monitor, steward, and protect their territories.

The Coastal Stewardship Network seeks to accomplish its goals via five strategic priorities:

- Provide opportunities for networking and collaboration amongst CFN stewardship offices.
- Provide a Regional Monitoring System (RMS).
- Provide training and professional development opportunities to CFN stewardship staff.
- Provide program development support to CGW and CFN stewardship offices, including support to enhance their stewardship and CGW authority.
- Communicate to internal and external audiences about the work and successes of CFN, CGW, and the CSN.

Position Summary

The CSN Program Manager (PM) is responsible for delivering on the above listed strategic priorities. This includes managing the programs, activities, and budgets of the Coastal Stewardship Network, and managing a team of contractors that support

capacity development and provide other programming to the stewardship offices of CFN-GBI member-Nations.

Duties & Responsibilities

The CSN PM is guided by the CFN Guardian Strategic Plan, and oversees the planning, management, and administration of the Coastal Stewardship Network including:

Planning: Undertaking strategic planning, developing operational plans and annual budgets, ensuring delivery of programs, and developing new programs as necessary;

Project Management: Developing proposals and budgets, securing funding, tracking finances across multiple complex agreements, and completing reporting for all CSN projects;

Team Management: Managing, coordinating, and supporting a remote team of contractors and sub-contractors and providing oversight to their projects;

Network Support: Coordinating opportunities for CFN-GBI stewardship staff to share knowledge and practices (e.g., CSN Annual Gathering) and provide guidance and input on CSN activities (e.g. CSN Technical Advisory Committee meetings); and

Partnership Building: Liaising with other organizations involved in training, research and monitoring on the Coast and supporting partnerships that improve the CSN's projects/or build capacity.

Qualifications

- Post-secondary degree in a related field
- At least 5 years of experience working with First Nation communities in an environmental stewardship context; coastal experience preferred
- Demonstrated ability and commitment to cultivating strong, collaborative relationships with diverse stakeholders and partners
- Demonstrated excellence in supervising, managing, and supporting teams including hiring, retention, and development
- Experience with strategic, operational and project planning
- Strong financial management skills including experience managing complex program budgets with multiple funding sources and diverse funding cycles
- Administrative skills including grant researching, report writing, managing invoices, and developing contracts
- Project management experience including ability to manage multiple projects with competing timelines and demonstrated experience successfully bringing projects to completion

- Experience planning and facilitating meetings, including leading, facilitating and organizing meetings and group processes through digital platforms such as Zoom and Slack
- Excellent written, oral, and interpersonal communication skills
- Experience maintaining self-care and resilience in a complex and dynamic work context

The following experience is not required but would be considered an asset:

- Graduate degree in a related field
- Experience with adult education, skills training, Indigenous education
- Experience with data management systems for environmental monitoring
- Experience with regional network coordination
- Experience with Indigenous Guardians programs and/or knowledge of Indigenous laws and governance

Terms of Contract

- This contract will begin as soon as possible and end on March 31, 2022 with a strong likelihood of extension.
- The responsibilities of this contract are substantive and GBI should be considered a primary client through the contract term; the approximate commitment is 35 hrs/week.
- The contract oversight is primarily with the Executive Director, CFN-GBI.
- The rate of this contract will be commensurate with experience.
- The successful individual will be based out of home office, require relatively reliable internet and phone connections and ideally be located on the coast to facilitate travel to member communities; travel expenses will be covered.

To Apply

Please send your application, including a resume and cover letter to Debbie Kinequon at hr@coastalfirstnations.ca, please include **Coastal Stewardship Network Program Manager Application** in the email subject line. Only shortlisted candidates will be contacted.

CFN-GBI selects its contractors on the basis of merit and is committed to workplace equity. We encourage all qualified persons to apply; however qualified applicants of Indigenous ancestry will be given priority.

Application deadline is 5:00pm Friday, June 25, 2021.