



North Coast-Skeena First Nations Stewardship Society

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North Coast Cumulative Effects Technical Coordinator

The North Coast-Skeena First Nations Stewardship Society (NCSFNSS) is a non-profit society that enables First Nations communities on the British Columbia North Coast and lower Skeena River to collaborate on projects of shared value. The current focus addresses common marine and coastal issues and processes as they relate to fisheries and cumulative effects (CE).

The integrated MaPP/ESI North Coast Cumulative Effects (NCCE) Program is seeking applications to fill a full-time (35/week) Technical Coordinator position.

This work will be completed through close collaboration between the participating North Coast Nations and the Province of British Columbia from the two integrated North Coast CE initiatives under the Marine Planning Partnership (MaPP) and the Environmental Stewardship Initiative (ESI). Additional background and context can be further provided upon request.

Responsibilities:

Taking direction from the Program Director, Cumulative Effects (CE) Strategic Initiatives, the Technical Coordinator will provide coordination and technical services to North Coast (NC) First Nation Partners involved in the NCCE Program. Specifically, the Technical Coordinator will work closely with the Program Director, CE Strategic Initiatives to support the implementation of the workplans associated with the NCCE Program including the North Coast MaPP and the integrated MaPP & ESI CE Workplans. The work plans are aimed at advancing CE monitoring, assessment and management as part of an integrated NCCE Program, as well as other NC Marine Plan conservation priorities that include engagement at regional and subregional levels. The Technical Coordinator will be expected to engage and facilitate close collaboration between the NC First Nation Partners, other First Nations Partners across the wider MaPP and ESI regions, the Province of British Columbia, and/or the Federal government, as relevant.

Duties include any and all of the following:

- Support engagement and management of cross-functional technical teams comprising First Nations, Province (and potentially Federal government) staff, and contractors to achieve the workplan deliverables and advance the NCCE Program and NC Marine Plan implementation.
- Support First Nation-First Nation and First Nation-Province (and Federal government) MaPP and ESI governance structures including the integrated NCCE Project Team, various CE and MaPP regional and sub-regional related subgroups and/or subcommittees. In particular, this may include:
 - Coordinating Tier 1 and Tier 2 technical team meetings including scheduling and organizing in-person, phone, and online meetings, developing agendas, chairing and facilitating meetings as required, recording meeting notes and actions, and gathering and incorporating feedback into collaborative products;
 - Coordinating and engaging NC First Nation Partners at a Tier 1 level (First Nation-First Nation), to support strategic alignment of workplan priorities and to ensure the inclusion and advancement of their perspectives and interest in MaPP and ESI discussions;
 - Supporting the partner NC First Nation Partners in the efficient development and review of technical and communications priorities and products;

- Coordinating and providing technical support as needed to Tier 2 technical meetings between the NC First Nation Partners and the Province and/or Federal government;
- Leading and/or participating as directed in related regional tables to enable coordination and consistency with NC First Nation Partners priorities and across the broader regions;
- Promoting partnerships with officials from various levels of government, specialists, First Nations representatives and stakeholders;
- Participating in face-to-face meetings as needed, and with travel approved by the Program Director, CE Strategic Initiatives.
- Create open lines of communication to enable and track progress and enable information sharing as appropriate, including:
 - Taking notes, tracking actions and developing meeting summaries as well as engaging the teams, to solicit and incorporate feedback;
 - Maintaining the North Coast Data Management System Action Tracker to record team tasks and follow-up to determine status of outstanding actions. Utilising this tool, monitor work plans and workflows, actions and deliverables;
 - Maintaining/supporting sub-regional and regional information sharing tools including organising, maintaining, and supporting an ongoing online file management system on Google Drive to ensure that team members have efficient access to necessary working documents and any final products;
 - Supporting the Program Director and Project Manager(s) to complete mid-year and annual reporting requirements;
 - Identifying issues arising from planning and implementation of the program, making recommendations on issues or opportunities and reporting on progress related to implementation.
- Providing strategic technical support to fill workplan implementation needs and help to catalyze progress on targeted aspects of the workplan, as directed, including:
 - Supporting the various tables to produce technical/management briefings, reports and other communications tools and products to support external communications and engagement activities, such as newsletters and presentations as required;
 - Working with teams/ team leads to develop statements of work and/or requests for proposals, coordinating review of proposals by technical and/or managerial partners, evaluating applications, drafting, implementing and managing contracts, as required.
- Other tasks include:
 - Utilising various software including the Microsoft suite and online tools such as Doodle Poll and GoTo Meeting, as needed, to generate documents, organise meetings and engage the team;
 - Other related duties, as requested by the Program Director, CE Strategic Initiatives.

Minimum qualifications:

- A combination of related skills and experience may be considered in lieu of:
 - Bachelor's Degree in Environmental Studies, Marine Planning, Fisheries Biology, or related field
- Exceptional time-management and organizational skills and demonstrated ability to manage multiple projects and products within tight timelines, including tracking and organizing working materials
- Coordination skills to support meeting preparation and administration
- Excellent technical and communication skills to develop meeting summaries, produce briefings, and reports, as required, and to solicit and incorporate feedback

- Familiarity with technologies/software, such as Excel, Word, PowerPoint, Outlook, Doodle Poll, GoTo Meeting or Google Meet, and Google Drive
- Ability to work independently and be self-directed to efficiently complete tasks.
- Experience working effectively as part of a team
- Candidates with experience working with First Nations on collaborative initiatives or with BC North Coast First Nations is a definite asset

Location:

Local applicants from the North Coast Region of BC are preferred. This role may be performed remotely; however, the successful applicant will need excellent computing skills, telephone and internet access, and the ability to travel.

Benefits:

NCSFNSS offers a competitive salary and benefits package, flexible hours, strong administrative support, and promotes a healthy work/home balance. NCSFNSS is pro-actively managing health and safety concerns for all employees related to the COVID-19 pandemic whether it be for field projects or office work.

To Apply:

Please submit via email a three-page application which includes:

- Cover letter/statement of qualifications that outlines how you meet the qualifications;
- Resume or Curriculum Vitae;
- References.

Send by email:

RE: Technical Coordinator

To: Holly Booker, Cumulative Effects (CE) Strategic Initiatives, Email: holly.booker@ncsfns.ca

Cc: Maya Paul, Program Director, Cumulative Effects Strategic Initiatives, E-mail: maya.paul@ncsfns.ca

This position will remain open until a qualified applicant is identified. NCSFNSS thanks all interested applicants, but we will only contact those candidates selected for an interview.