

Position: Project Director

Term: One-year term with opportunity for extension (pending funding)

Start Date: January 2022

Hours: Minimum of 25 hours per week with possibility of additional hours up to 37.5 per week

Position Overview

The Marine Reference Guide, a project on MakeWay's shared platform, leads marine and freshwater research, education, and community engagement in service of planning and relationship building in Átl'ka7tsem/Howe Sound. Átl'ka7tsem is one of three Squamish Nation place names for this region of their ancestral territory. The Guide is committed toward the goals and objectives of the Átl'ka7tsem Howe Sound Biosphere Region, including biodiversity conservation, sustainable development, and reconciliation.

The Project Director is responsible for managing the success and development of the Guide. They will develop and oversee the maintenance of the Guide's decision-support tools as well as its research, outreach, and engagement activities, organize strategic planning, conduct fundraising, and supervise the project team. They will play a primary role in extending the project's network both within and outside of Átl'ka7tsem/Howe Sound and will report directly to the project's Steering Committee. As a project on MakeWay's shared platform, the Project Director is also responsible for consulting with the MakeWay Support Team to ensure activities comply with the project's Terms of Reference and all policies and procedures of MakeWay Charitable Society.

Anticipated Start Date: January 2022

Location: Vancouver –Átl'ka7tsem/Howe Sound region

Salary range: \$35-\$40/hour

Key Responsibility Areas

The Project Director's responsibilities are as follows:

- 1. Ensure the project accomplishes its deliverables and outcomes on time and budget:** this entails defining and evaluating the project's long-term mission and short-term goals, planning the execution and achievement of project goals, and developing and managing project workplans. It also entails managing the project's financial health, preparing budgets to submit to MakeWay and the Steering Committee, managing expenses and revenues, and fundraising to support project personnel and programming.
Skills/activities: strategic planning, grant writing, reporting, relationship building, budget tracking, fundraising
- 2. Create and maintain a healthy work environment that fulfils project needs:** this entails recruiting and managing staff, contractors, and volunteers to support the project's programming and outcomes. It is expected that the Project Director will manage 2-4 part-time staffers in addition to contractors and volunteers on an as needed basis. The Project Director may also be responsible for facilitating professional development opportunities for the project staff. The Project

Director is expected to bring forward principles of equity, justice, diversity, and inclusion throughout the staff and team management process.

Skills/activities: staff management & recruitment, team management

3. **Develop, oversee, and lead the project's programming:** this entails overseeing the maintenance and expansion of the Guide's decision-support tools (e.g. interactive map, community map, vital signs reports) as well as planning, directing, implementing, and evaluating all research, outreach, and engagement activities.

Skills/activities: oversee data management & map development, coordinate & facilitate training & stakeholder workshops/webinars, design and lead field research, plan and facilitate community events, write and publish reports

4. **Oversee internal and external communications:** this entails ensuring regular communications within and between the Project Team (i.e. staff, contractors, volunteers), Steering Committee, the MakeWay Support Team, as well as with the project partners and key stakeholders, funders, and rightsholders in the region.

Skills/activities: logistical coordination (e.g. plan & facilitate meetings), conflict resolution, relationship building

5. **Expand the project's network:** this entails building relationships with groups, projects, organizations, governments, and communities who have a connection with the health of the Sound's ocean and freshwater.

Skills/activities: relationship building, verbal & written communication skills, interpersonal skills

Qualifications Required

Education:

- **Required:** Graduate degree (complete or in progress) related to marine research, planning, conservation, or policy
- **Preferred:** Experience and familiarity with both natural and social scientific research approaches

General experience and skills:

- **Required:** Three-to-five years of experience leading projects that involve multi-sectoral collaboration and networking. One-to-three years of experience planning and executing marine research programs. Demonstrated experience with fundraising and budget management. Demonstrated record of effective science communication.
- **Preferred:** Experience with GIS and marine data analysis. Experience leading community-based or grassroots research and planning processes. Experience working in partnership with Indigenous communities. Familiarity with the logistics required for field work. Familiarity with regional network and existing relationships with potential partners and donors.

Hardware/Software Experience and Skills:

- **Required:** Excellence in Microsoft office or analogous software (e.g. google suite).
- **Preferred:** Experience with Esri and ArcGIS software systems

Vehicle and Motorized Equipment Experience:

- **Required:** BC drivers license (or equivalent)

Toronto

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Vancouver

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Yellowknife

300-4902 49 St.
Yellowknife, NT X1A 2P8

makeway.org

1.866.843.3722

Working and Living Conditions

This position entails working from home; however, can evolve to support office space depending on fundraising priorities.

How to Apply

Together with your resume, please forward a one-page cover letter which includes your responses to the following questions:

1. What interests you most about this position and project?
2. Briefly tell us how your skills and experiences make you a good fit for this position.

Please send your resume and cover letter with your responses to the above questions to **Fiona Beaty** at howesoundguide@gmail.com by **November 12th 2021**. **Thank you.**

For more information about the Guide and MakeWay, please visit:

www.howesoundguide.ca

*As the Guide is on MakeWay's Shared Platform,
the selected candidate will be an employee of MakeWay.*

MakeWay is a national charity and public foundation with a goal to enable nature and communities to thrive together. We do this by building partnerships, providing solutions, grants, and services for the charitable sector across the country.

***MakeWay is strongly committed to creating a diverse workplace environment and we welcome and encourage applications from the communities we serve.
We are proud to be an equal opportunity employer.***

MakeWay will provide accommodation during all steps of the hiring process, upon request, to applicants with disabilities. Please advise us if you need any accommodation.

Our sincere appreciation to all those expressing interest in the position, however, only those applicants invited for an interview will be contacted. Thank you for your interest!

We will accept applications until the position is filled. No phone calls or recruiters please

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