



Project Director – Átl'ka7tsem/Howe Sound Marine Stewardship Initiative
One-year term with possibility of extension
(pending funding)
30-37.5 hours per week

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.

Position Overview

Átl'ka7tsem/Howe Sound Marine Stewardship Initiative (MSI) is a project on MakeWay's shared platform. The MSI conducts research and monitoring, and education and community engagement in service of marine planning, education, and relationship building in the region. The MSI provides up-to-date resources and tools for decision-makers, marine spatial planners, and marine sectors (e.g., industry, recreation, tourism, conservation, education) so regional ocean health and sustainable development can flourish in tandem. Our mission is to foster ocean stewardship, and support regional planning by mobilizing tools, sharing knowledge, and building community. Our vision is to bring communities together to achieve positive outcomes for current and future generations of life in Átl'ka7tsem/Howe Sound.

The Project Director is responsible for managing the success and growth of the Marine Stewardship Initiative, in alignment with the Projects' strategic plan. They develop and oversee maintenance of the MSI's decision-support tools, as well as its research and monitoring and education and engagement programming, implementing the goals and objectives put forth in the Strategic Plan. The Project Director conducts fundraising, and is responsible for leading and inspiring a diverse team. They 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 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: August 2023

Location: Átl'ka7tsem/Howe Sound region, including but not limited to Squamish, West Vancouver, lower Sunshine Coast, Bowen Island, Lions Bay.

Compensation and benefits: \$35-40/hour plus extended benefits and three weeks annual vacation

Key Responsibility Areas

Primary responsibilities include:

- Develop, oversee, and lead the project's programming from conception to completion, ensuring that project deliverables are completed on time, within budget, and to the required quality standards (please see the Strategic Plan for a comprehensive understanding of program areas and associated deliverables).

Toronto
makeway.org
832 College St.
1.866.843.3722
Toronto, ON M6G 1C8

Vancouver
400-163 West Hastings St.
Vancouver, BC V6B 1H5

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

- As a project on MakeWay's shared platform, the PD is responsible for liaising with MakeWay Charitable Society staffers on a regular basis to ensure the project meets standards of practice.
- Program impact fundraising upwards of \$200,000.
- Oversee project budgets, including monitoring expenses, ensuring that all financial reporting requirements are met.
- Prepare regular progress reports on project status and communicate updates to internal and external stakeholders.
- Ensure that all project activities are conducted in compliance with relevant laws, regulations, and ethical standards
- Lead staff and contractor recruitment, development, and performance management.
- Maintain existing collaborative efforts with project partners.
- Represent the Átl'ka7tsem/Howe Sound Marine Stewardship Initiative at community events (e.g., Howe Sound Community Forum), attend relevant conferences, provide expert input for organisations using MSI decision-support tools, and act as an Advisor to the Átl'ka7tsem/Howe Sound Biosphere Region Initiative Society
- Continuously evaluate project outcomes and impact, identifying opportunities for improvement and implementing corrective action as needed.
- Lead, organise, and facilitate technical committees on a quarterly basis, such as the Steering Committee and Governance Advisory Committee.

Secondary responsibilities include:

- Regularly communicate out project activities through the creation of written newsletters, blogs, and social media updates.
- Represent the MSI in the media and through public speaking engagements.
- Forge new partnerships by expanding the project's network.

Qualifications Required

Education:

- **Required:** Graduate degree (complete or in progress) related to marine research, planning, conservation, environmental science, environmental management, or policy
- **Preferred:** Experience and familiarity with both natural and social scientific research approaches, Registered Professional Biologist designation is considered an asset

General experience and skills:

- **Required:** Three-to-five years of experience leading projects that involve multi-sectoral collaboration, networking, and team management. 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. Ability to work in collaboration with diverse groups of people.
- **Preferred:** Experience with GIS and marine data analysis. Experience leading community-based or grassroots research and planning processes. Experience working in partnership with

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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, and Canva

Vehicle and Motorized Equipment Experience:

- **Required:** BC drivers license (or equivalent) and access to a reliable vehicle

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 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 are a good fit for this position.

Please send your resume and cover letter with your responses to the above questions to **Ruth Simons** at marinestewardshipinitiative@gmail.com by **June 30th, 2023**. **Thank you.**

For more information about Atl'ka7tsem/Howe Sound Marine Stewardship Initiative and MakeWay, please visit:

<https://howesoundguide.ca/>

*As the **Atl'ka7tsem/Howe Sound Marine Stewardship Initiative** is on MakeWay's Shared Platform, the selected candidate will be an employee of MakeWay.*

***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.

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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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