



Átl'ka7tsem/Howe Sound

## Marine Stewardship Initiative



**Program Coordinator**  
**1 year term, with possibility of extension**  
**20-25 hours/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

The Átl'ka7tsem/Howe Sound Marine Stewardship Initiative (MSI) is a continuation and expansion of the existing Marine Reference Guide Project ('the Guide'), which led the creation of deliverables and resources that strengthened the region's ability to protect, restore, and become stewards of the diverse nature and human values associated with the ocean and freshwater of the Átl'ka7tsem/Howe Sound area (referred to hereafter as 'Átl'ka7tsem'). Átl'ka7tsem is one of three Skwxwú7mesh (Squamish) place names for the body of water and for this region. Átl'ka7tsem refers specifically to paddling from the head of the fjord (near Squamish) out towards the Strait of Georgia. To date the Guide has been immensely successful at informing local marine stewardship priorities in the region.

The MSI seeks to maintain the Guide and further develop the project's decision-support toolkit by leading marine research and engagement to fill data gaps that directly feed into the map and resulting reports. In addition to maintaining the Guide's technical deliverables and conservation outcomes, the MSI will strengthen intergovernmental communication networks, embolden community-based stewardship programs, and provide a place-based model for marine stewardship that is rooted in reciprocity, relationality, and respect for nature and people. The MSI's overarching objective is to conduct research & monitoring and education and engagement in service of planning and relationship building in Átl'ka7tsem/Howe Sound. Learn more about the MSI on our website: [www.howesoundguide.ca](http://www.howesoundguide.ca)

The Program Coordinator (PC) assists the Project Director in executing research, mapping, and outreach activities associated with the execution of the MSI's Strategic Plan. Program Coordinator's activities include coordinating meetings and workshops, coordinating community science programs, developing communication materials, and conducting outreach activities.

Anticipated Start Date: **Monday May 6, 2024**

Location: Átl'ka7tsem / Howe Sound (e.g., Squamish, Gibsons, Lions Bay, Bowen Island, West Vancouver)

Salary range: \$25-27/hour

### Key Responsibility Areas

- Assist the Project Director in executing Project related activities associated with the MSI's 5-Year Strategic Plan.
- Coordinate community science volunteer programs, such as the recruitment of program volunteers, sourcing supplies, and scheduling.
- Assist in data management and updates of decision-support tools on the ESRI ArcGIS platform.



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- Plan, coordinate, and deliver meetings and workshops.
- Prepare and assemble program related materials.
- Record and take meeting minutes (e.g., team meetings and steering committee meetings).

### **Secondary responsibilities:**

- Support and participate in community presentations, workshops, and education campaigns to communicate research outcomes and advance awareness and stewardship to the community.
- Create regular online materials for the Project's website (e.g., blog articles) and social media platforms (e.g., Instagram, Facebook).
- Prepare print materials for events and meetings.

The PC will thrive in a challenging, fast-paced environment to keep things running smoothly. They must be able to work well under pressure, without sacrificing quality. The PC should be detail oriented, dependable, a problem solver, and a good communicator.

### **Qualifications Required**

#### Education:

- Post-secondary education in Marine Science, Biology, Oceanography, Geography, Geographic Information Systems, Environmental Management, Nature Conservation, or a related field.

#### General experience and skills:

- 1-2 years' experience as a Project Coordinator, Project Assistant, or similar role. A combination of education and experience will be considered.
- 1-2 years' experience working in Atl'ka7tsem/Howe sound is an asset.
- Experience working in partnership with multisectoral and Indigenous communities.
- Familiarity with the logistics required for field-work preferred.
- Ability to work independently and as part of a team.
- Excellent time management skills.
- Excellent communication and organizational skills.
- Strong interpersonal skills.

#### Hardware/Software Experience and Skills:

- Excellence in Microsoft Office and Google Suite.
- Experience with Esri ArcGIS.
- Experience with WordPress, Mailchimp, and Canva an asset.



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### Vehicle and Motorized Equipment Experience:

- BC Drivers license (or equivalent).
- Access to own vehicle.

### **Working and Living Conditions**

- 25% of time spent in this role will be spent in the field or traveling within Howe Sound.
- The remainder of this position entails working from home.

### **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?
2. Briefly tell us how your skills and experiences are a good fit.

Please send your resume and cover letter with your responses to the above questions to:

The MSI's Project Director, **Ellika Cairns**, at **[marinestewardshipinitiative@gmail.com](mailto:marinestewardshipinitiative@gmail.com)** by 5pm (PST) on **Wednesday April 10th**.

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

[www.howesoundguide.ca](http://www.howesoundguide.ca)

<http://makeway.org/approach/shared-platform>

*As Átl'ka7tsem/Howe Sound Marine Stewardship 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.***

*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.*