



Átl'ka7tsem/Howe Sound

## Marine Stewardship Initiative



**Title: Program Coordinator**  
**Term: 10 months, with possibility of extension**  
**Hours: 20 hours / week**  
**Salary range: \$26-28 / hour**  
**Anticipated Start Date: Thursday May 14, 2026**

### Position Overview

The Átl'ka7tsem / Howe Sound Marine Stewardship Initiative (MSI) is a Project on MakeWay Charitable Society's shared platform. The MSI conducts research and community engagement in service of marine planning, education, and relationship building in Átl'ka7tsem / Howe Sound. 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 that regional sustainable economic and community development can flourish in a context of improving regional ocean health.

Learn more about the MSI on our website: [www.howesoundguide.ca](http://www.howesoundguide.ca)

The Program Coordinator will assist the Project Director in executing research, mapping, and outreach activities associated with the execution of the [MSI's Strategic Plan](#). The Program Coordinator's activities will include coordinating community science programs, maintaining and updating the MSI's decision-support tools, coordinating meetings and workshops, developing communication materials, and conducting outreach activities.

Anticipated Start Date: Thursday May 14, 2026

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

Hybrid work environment, with approximately 70% completed from a home office and 30% in-field within the Átl'ka7tsem / Howe Sound region. In-field hours vary depending on active programs.

Salary range: \$26-28/hour, commensurate with experience.

Hours and term: 20 hours per week. 10 months contract starting May 14, 2026, with possibility of extension pending additional funding. Flexible schedule for remote working hours to be determined in consultation with the Project Director. Work during evenings and weekends are occasionally required.

### 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, volunteer training and management, sourcing supplies, and scheduling.
- Support data management and updates of decision-support tools on the ESRI ArcGIS platform.

- Plan, coordinate, attend, and deliver meetings, workshops, and events.
- Record and take meeting minutes (e.g., team meetings and steering committee meetings).
- Support and participate in community presentations, workshops, and education campaigns to communicate research outcomes and advance awareness and stewardship to the community.
- Create digital materials for the Project's website (e.g., blog articles), social media platforms (e.g., Instagram, Facebook), and e-newsletter.
- Prepare print and digital materials for events and meetings.

The Program Coordinator 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 Program Coordinator should be detail oriented, dependable, a problem solver, and an excellent communicator.

## **Desired Qualifications**

### 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 or volunteering in Atł'k̓a7tsem/Howe Sound is an asset.
- Experience working in partnership with multisectoral and Indigenous communities.
- Familiarity with the logistics required for field-work.
- Ability to work independently and as part of a team.
- Excellent time management skills.
- Excellent communication and organizational skills.
- Strong interpersonal skills.
- Experience with grant applications would be an asset.

### Hardware/Software Experience and Skills:

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

### Vehicle and Motorized Equipment Experience:

- Valid B.C. Driver's license (or equivalent)
- Access to their own vehicle (mileage will be covered)

## Working Conditions

- Approximately 30% of time spent in this role will be spent in the field or traveling within Howe Sound. The remainder of this position entails working remotely.
- A work computer will be supplied by the MSI.
- The ideal candidate will live and work remotely from their home office in a community within Átl'ka7tsem / Howe Sound (e.g. Squamish, Gibsons, Lions Bay, Bowen Island, West Vancouver).

## How to Apply

Together with your resume, please submit 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 as a single PDF with your responses to the above questions to:

The MSI's Project Director, **Ellika Cairns**, at [marinestewardshipinitiative@gmail.com](mailto:marinestewardshipinitiative@gmail.com) no later than **April 12, 2026**.

[www.howesoundguide.ca](http://www.howesoundguide.ca)  
<http://makeway.org/approach/shared-platform>

## About MakeWay

*MakeWay is made up of two legal entities – MakeWay Foundation and MakeWay Charitable Society. MakeWay Charitable Society is an operating charity that houses 60+ environmental and social change projects across the country, also known as the [Shared Platform](#). As the MSI is a project on MakeWay's Shared Platform, the selected candidate will be an employee of MakeWay. MakeWay Foundation 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.*

The MSI and MakeWay are strongly committed to equity and creating a diverse workplace community. We strive to reflect the diversity of our society on our teams and to provide a respectful workplace and equal working opportunities for all employees and applicants. We welcome and encourage applications from the communities we serve and for all qualified applicants to apply. If you require accommodations at any point during the application or hiring process, please contact [marinestewardshipinitiative@gmail.com](mailto:marinestewardshipinitiative@gmail.com)

This role is for an upcoming vacancy and the MSI does not use artificial intelligence (AI) to screen, assess, or select applicants.

Our sincerest appreciation to all those expressing interest in this position.  
**Only those applicants invited for an interview will be contacted. Thank you!**