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'įka7tsem/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'įka7tsem/Howe Sound area (referred to hereafter as ‘Átl'įka7tsem’). Átl'įka7tsem is one of three Skwxwú7mesh (Squamish) place names for the body of water and for this region. Átl'įka7tsem 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 and freshwater 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, relatedness, 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'įka7tsem/Howe Sound.

The Project Coordinator (PC) assists the Project Director in executing research, mapping, and outreach activities associated with the execution of the Átl'įka7tsem/Howe Sound Marine Stewardship Initiative's Strategic Plan. Project Coordinator's activities include coordinating meetings and workshops, coordinating citizen science programs, developing communication materials, and conducting outreach activities.

Anticipated Start Date: April 15, 2023

Location: Átl'įka7tsem/Howe Sound (e.g., Squamish, Sunshine Coast, Lions Bay, Bowen Island, West Vancouver – preference is for Squamish based locals)

Salary range: $25-27

Key Responsibility Areas

- Assist the Project Director in executing project related activities associated with the 5-Year Strategic Plan.
- Coordinate citizen science programs, such as the recruitment of project volunteers, and supplies.
- Assist in data management and updates of Esri ArcGIS platform.
- Plan, coordinate, and deliver meetings and workshops.
• Prepare and assemble project related materials.
• Record and take meeting minutes (e.g., team meetings and steering committee meetings).

Secondary responsibilities:

• Research outreach and communication
  o Support and participate in community presentations, workshops, and education campaigns to communicate the research outcomes and advance awareness and stewardship to the Community.
  o Coordinate and give presentations, prepare online and print materials, and assist with other communications and outreach tasks.
    ▪ Create regular online materials for the Project’s website (e.g., blog articles) and social media platforms (e.g., Instagram, Facebook, LinkedIn).

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; Environment and Management, or Nature Conservation.

**General experience and skills:**

• One-to-two years’ experience as a Project Coordinator, Project Administrator, or similar role. A combination of education and experience will be considered.
• One-to-two years’ experience working in Atl'ka7sem/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 preferred
• Experience with WordPress, MailChimp, and Canva an asset.

**Vehicle and Motorized Equipment Experience:**

• BC Drivers license (or equivalent).
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 Courtney Smaha at marinestewardshipinitiative@gmail.com by March 31, 2023. Thank you.

For more information about Átl'ḵa7tsem/Howe Sound Marine Stewardship Initiative and MakeWay, please visit:

https://howesoundguide.ca
http://makeway.org/approach/shared-platform/

As Átl'ḵa7tsem/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.