



Project Director

Hybrid Role: office, home office, field

Location: <https://www.howesoundbri.org/location>

Hours: Full-time (minimum 25 – 35 hours/week) - flexible hours

Two -year term with opportunity for extension

Salary Range: \$38-47 per hour

Who we are

Howe Sound Biosphere Region Initiative Society is a non-profit society with the responsibility to manage the UNESCO designation. We facilitate and support the organizing and planning of complex activities that bring allegiance to balancing development, conservation, and equity in the Átl'ka7tsem/Howe Sound region. Learn more about us at: <https://www.howesoundbri.org>

Promoting People, Planet, and Prosperity

Who we are looking for

You are passionate about Átl'ka7tsem/Howe Sound, biodiversity conservation, and working together with Indigenous organizations. You must have in-depth knowledge of and relevant experience working with terrestrial ecosystems and living in or near Squamish.

You are skilled at relationship building, coordinating projects, researching, budgeting, and leading a team. You are eager to bring your skills and experience to a non-profit organization that works to advance sustainability for Howe Sound Biosphere and those we work with. You find it easy to work independently and take the initiative where needed. You are also a collaborator and thrive working in a team environment. You can prioritize and manage multiple tasks and deliverables, while knowing when to ask for guidance. You are tactful, emotionally intelligent, and eager to make a positive impact.

What we are doing

HSBRIS is developing the Nchu'ú7mut/Unity Plan, a comprehensive and unified plan for the Átl'ka7tsem/ Howe Sound Biosphere Region to guide how we move forward. Work is well underway on the Nchu'ú7mut/Unity Plan for which Biodiversity Conservation is a key pillar.

Environment and Climate Change Canada recognizes the 19 UNESCO Biosphere Reserves in Canada as candidates for furthering Canada's commitment to Target 1 by enhancing conservation management within their regions to qualify areas as OECMS (other effective area-based conservation measures). ECCC (Environmental and Climate Change Canada) is providing four-years of funding to HSBRIS to support this work.

What you will be doing

Reporting directly to the Executive Director of HSBRIS, you will assume leadership of a team comprising both contractors and volunteers, overseeing the successful execution of OECM projects. Your key responsibilities will include fostering effective collaboration with authorities and community partners to advance approved initiatives. You will play a pivotal role in identifying opportunities, formulating budgets, and ensuring diligent tracking of financial resources. Additionally, you will be tasked with developing and maintaining decision-support tools, conducting comprehensive research, spearheading outreach and engagement activities, and actively contributing to strategic planning efforts. Cultivating a robust professional network will also be integral to your role, as you leverage these relationships to facilitate project completion and maximize impact.

Responsibilities

The Project Director's position is responsible for the following key areas:

- 1. Ensure project deliverables and outcomes are completed on time and on budget**
 - Define project scope, goals and deliverables, and oversee collaboration, stakeholders and rightsholders
 - Evaluate project goals and track project milestones and deliverables
 - Plan, develop, manage, and prioritize project workplans with collaborators to meet commitments and achieve project goals
 - Prepare and manage a variety of budgets
 - Manage the projects' financial health by tracking expenses and revenues
 - Research, seek and finalize in-kind contributions that align with our values
 - Provide project teams and programs with additional support required to achieve goals
 - Continually research best practices to develop and implement expanded programs and strategies.

- 2. Create and maintain a healthy work environment that fulfils project needs**
 - Attract and recruit diverse, high calibre talent (staff, contractors, and volunteers)
 - Build, lead, and manage teams that apply their diverse skills and perspectives to achieve common goals
 - Create a feeling of belonging and strong team morale
 - Share wins; appreciate and reward individual and team efforts
 - Fosters open dialogue and collaboration among the team members
 - Role-model mutual respect, honesty, and integrity
 - Cultivate creativity by encouraging diverse thinking to promote and nurture innovation

3. Develop, oversee, and lead the project's programming

- Lead the maintenance and expansion of decision-support tools (e.g., interactive maps)
- Plan, direct, implement, and evaluate all research, outreach, and engagement activities.
- Oversee data management and map development
- Research, develop, coordinate, and facilitate engaging training and learning opportunities (workshops and webinars) for rightsholders and a variety of stakeholders
- Design, support, facilitate, oversee, and coordinate research activities
- Present engaging, informative talks to a variety of audiences
- Create and publish reports, written documentation, and a variety of other materials

4. Maintain Effective internal and external communications

- Ensure effective regular communications within and between the Project Teams (i.e., staff, contractors, volunteers), HSBRIS team, CBRA and ECCC program managers
- Connect and communicate with external project partners, key stakeholders, funders, and rightsholders in the region.

5. Expand the HSBRIS network

- Diligently establish, forge and build productive working relationships with rightsholders, various stakeholders, including groups, projects, organizations, governments, and communities associated with the conservation of terrestrial and marine environments.
- Collaborate with learning development networks to foster partnerships and enhance knowledge exchange, leverage relationships and partnerships to expand our network and effectively achieve project goals.

6. Enhance Awareness and Reach

- Create and publish engaging content across various social media channels to highlight our work, projects, and progress
- Market our organization and showcase our initiatives, cultivating a following on social media platforms.
- Raise awareness about our mission and impact.

What you will bring

Education

- An undergraduate degree in environment and terrestrial-focused earth and/or biological sciences (or analogous research field) is required

- Education related to planning, conservation, policy, environmental law, community development is an asset. Familiarity with both natural and social scientific research approaches is preferred

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 terrestrial science research programs
- Demonstrated experience with effective collaboration and budget management
- Proven ability to use effective science communication
- Strong interpersonal skills; able to liaise with diverse people and maintain effective working relationships
- Experience with coordinating and leading formal projects
- Excellent interpersonal skills and an ability to establish and enhance working relationships with internal and external stakeholders and rightsholders.
- Demonstrated leadership, presentation, and facilitation skills
- Field work experience conducting research and/or monitoring
- Experience with GIS and data analysis

Nice to have

- Experience leading community-based or grassroots research and planning processes
- Experience working in partnership with Indigenous communities
- Familiarity with the logistics required for fieldwork
- Familiarity with regional conservation and stakeholder networks and existing relationships with potential partners and collaborators
- Physically active in the outdoors as the role would involve being out on trails
- Experience with or in the not-for-profit sector
- Problem solving, conflict resolution and relationship building skills
- Training in first aid, outdoor survival training or equivalent experience and knowledge
- Research and analytical skills required to understand the science of terrestrial ecosystems in the Howe sound area
- Project management skills including terms of reference, managing staff, volunteers and consultants, monitor project status, while achieving assigned deadlines and remaining within stipulated budgets
- Proficient writing, editing, and proofreading skills, including excellent command of English grammar and punctuation, and a commitment to accurate and concise presentation of material

Hardware/Software Experience and Skills:

- Required: Excellence in Microsoft office (e.g., word, excel, PowerPoint) or analogous software (e.g., google suite)

- Preferred: Experience with Esri and ArcGIS software systems. Proficiency in computer programming software for data analysis (e.g., R, Python)
- Preferred: Experience and interest in social media communications and tools.

Vehicle and Motorized Equipment Experience:

- Required: BC driver's license (or equivalent).

Working Conditions:

- This position entails working from a home-based office or designated meeting space and traveling throughout the Howe Sound region of BC

What we offer - A competitive hourly wage - A supportive and collaborative work environment - Rewarding work with opportunities to make a difference

How to apply

Interested candidates are invited to submit the following to careers@jouta.com no later than Friday, April 22, 2024, at 5:00 pm PST.

1. A letter of interest outlining how your previous experience and education would support this position.
2. An up-to-date CV.

The successful candidate will be asked to provide references, and a clear criminal records check. We encourage applicants to submit applications as soon as possible, as applicants will be reviewed on an ongoing basis. As this is a unique opportunity, we welcome and are open to discussing flexible arrangements. We thank all applicants for their interest; only those selected for an interview will be contacted.