



**COASTAL
FIRST NATIONS**
GREAT BEAR INITIATIVE

JOB POSTING

Coastal Stewardship Network Training Coordinator

About Us

Coastal First Nations – Great Bear Initiative (GBI) is an alliance of First Nations on BC's North and Central Coasts and Haida Gwaii that work together to protect our homelands, build stewardship capacity, and develop sustainable economic opportunities. The Coastal Stewardship Network (CSN), a program of GBI, began as the Coastal Guardian Watchman Network in 2005, and works to support our members' stewardship offices in building capacity to monitor, steward, and protect their territories. The CSN supports First Nation stewardship staff by providing: networking and collaboration opportunities; training and professional development; a Regional Monitoring System; direct program development support; and communications and outreach support. The CSN team includes a Program Manager, a Regional Monitoring System Coordinator, a Data and Systems Analyst, and two Training Coordinators.

Position Summary

As one of two Training Coordinators on the CSN team, the successful candidate will be responsible for the development, delivery and evaluation of numerous training and professional development programs and workshops. Training and professional development are provided to First Nation stewardship staff, including Guardian Watchmen and other technicians, program managers, and Stewardship Directors. Priorities for training are determined by Stewardship Directors and through on-going communication, surveys and evaluations conducted with network members on a regular basis. Upcoming training programs may include compliance and enforcement, archaeology and forestry monitoring, management skills, technical skills, safety skills, leadership skills, emergency response, and other skills related to natural resource management. The Training Coordinator will lead or assist in other aspects of Network programming as required.

Duties & Responsibilities

Training Program Development:

- Identify training needs and opportunities and maintain an overall training plan for member First Nations' stewardship staff in collaboration with other Training Coordinator
- Identify appropriate instructors, courses, and/or programs; develop customized courses or programs as necessary; provide input to instructors to ensure that

courses are relevant to stewardship staff and oriented to coastal First Nations stewardship context

- Liaise and communicate with participating First Nations communities, stewardship offices, sub-regional groups, students, instructors, training institutions, and other partner organizations
- Prepare written materials and communications including: funding proposals, internal briefs, program evaluations, and reports
- Participate collaboratively in internal decision-making processes with Stewardship Directors Committee, CSN team and GBI staff

Training Program Implementation:

- Organize logistics for course delivery, including schedules, training facilities, field trips, and student travel and accommodation where necessary
- Provide support to students to ensure full participation and meaningful learning experiences, both during and between deliveries of training modules, including providing classroom support, tutoring and mentorship, and fostering peer-to-peer learning
- Provide ongoing support to students regarding health and wellness, including providing community support referrals where required
- Provide support to course instructors as needed, including curriculum development, participating in role-playing activities, providing instructional support, assisting with field trips, and facilitating hands-on group activities
- Ensure that GBI policies and procedures are followed including administering program budgets as required

Network Support

- Support in the development and delivery of CSN Annual Gathering, including developing agenda, arranging logistics, and providing facilitation as needed
- Facilitate general CSN activities, including monthly Coastal Guardian Watchmen phone calls, community support visits, and uniform orders
- Participate in relevant workshops and conferences in support of training program development

Qualifications

- Post-secondary degree in a related discipline
- Experience working with Indigenous communities, ideally in an environmental stewardship context, with preference given to coastal First Nations experience
- Excellent oral and interpersonal communication skills, and experience building relationships within various institutional and intercultural environments

- Excellent organizational skills and experience in delivering training programs or similar events
- Demonstrated ability to support educational and emotional needs of students; preference given to individuals experienced in trauma-informed practice
- Excellent written and financial administration skills (e.g., writing proposals and reports, invoicing, completing travel claims, and administering payments to vendors)
- Attention to detail and strong problem-solving skills
- Skilled at working collaboratively as part of a team and independently with limited supervision
- Experience maintaining self-care and resilience in a dynamic work context
- Possession of valid Class V driver's license an asset (Class IV a preference)

Other combinations of education and experience may be considered.

Terms of Employment

- This is a full-time 1 year contract position to cover a maternity leave. Contract renewal after this time may be considered dependent on funding and capacity. The start date will be August 19, 2019.
- The position reports to Lara Hoshizaki, Program Manager, Coastal Stewardship Network.
- The successful candidate will be based out of a home office, ideally located in Vancouver, southern Vancouver Island, or Prince Rupert. Reliable internet and phone service are required.
- The position will require a significant amount of travel to training locations in Vancouver, Port Hardy, the Central Coast, Prince Rupert, and Haida Gwaii. Travel expenses will be covered.

To Apply

Please send a resume and cover letter to Elodie Button, Training Coordinator, Coastal Stewardship Network: elodiebutton@gmail.com

Application deadline is June 17th, 2019 at 5pm PDT.