

JOB DESCRIPTION**Transition Coordinator***Amalgamation of the Port Hardy and Port McNeill Chambers of Commerce*

Fixed-Term Contract, 6 Months | Approximately 0.4 FTE | Mount Waddington, BC

Position Summary

Position title	Transition Coordinator, North Island Chamber Amalgamation
Employer	Joint Transition Steering Committee (JTSC) — Port Hardy Chamber of Commerce and Port McNeill & District Chamber of Commerce
Reports to	JTSC Co-Chairs (one from each Chamber)
Term	Fixed-term contract, 6 months, with an option to extend. Anticipated start: September 2026.
Hours	Part-time, approximately 0.4 FTE (average 15–16 hours/week; flexible, project-driven).
Compensation	Contract fee to a maximum of \$24,000 over the 6-month term Reasonable travel expenses reimbursed separately.
Location	Based in the Mount Waddington region (Port Hardy, Port McNeill, or another community in the region). Hybrid: work-from-home with regular travel to all six member communities.
Application deadline	August 31, 2026, at 4:00 PM Pacific.

About the Role

The Port Hardy Chamber of Commerce and the Port McNeill & District Chamber of Commerce have agreed in principle to amalgamate into a single regional Chamber of Commerce serving the Regional District of Mount Waddington and its six member communities, Port Hardy, Port McNeill, Port Alice, Sointula, Alert Bay, and Woss, with designated seats for Indigenous representatives from the Kwakwaka'wakw First Nations.

The Transition Coordinator is the person who makes the six month amalgamation actually happen. Reporting to the Joint Transition Steering Committee (JTSC) comprised of six volunteer directors drawn from both Chambers, the Coordinator turns the amalgamation plan into weekly deliverables, keeps six communities and multiple First Nations informed and engaged, and manages the legal, financial, and communications work that carries the transition from MOU to public launch.

This role suits a self-directed professional who, for example, can move confidently between a Nation council meeting, a small-business town hall in Woss, a legal call about the BC Societies Act, and a budget reconciliation in the same week.

Key Responsibilities

1. Project Management (approximately 30% of time)

- Maintain and execute the 6-month workplan set out in the Amalgamation Plan; track milestones, deliverables, and owners.
- Prepare agendas, minutes, and decision briefs for JTSC meetings (approximately twice monthly).
- Coordinate JTSC subcommittees (governance, communications, Indigenous engagement, finance).
- Track budget, cash flow, and expenditures against the \$80,000 envelope; flag variances early.
- Maintain the project risk register; escalate emerging risks to the JTSC Co-Chairs.

2. Community & Member Engagement (approximately 25% of time)

- Plan and coordinate town halls and member information sessions in all six communities.
- Manage engagement logistics: venues, travel, materials, refreshments, honoraria, hybrid access.
- Draft engagement materials (FAQs, briefing notes, member updates, presentations).
- Consolidate engagement feedback into written findings reports that inform the drafts.
- Support the member ratification process, including notice of special meeting, ballot logistics, and voting administration.

3. Indigenous Engagement Support (approximately 20% of time)

- Support the JTSC's Indigenous Liaison in Nation-to-Nation engagement: logistics, scheduling, honoraria administration, follow-up correspondence.
- Ensure cultural protocols, gifting, and honoraria are respected in every engagement and set a plan for equitable engagement on budget.
- Track and administer the Indigenous engagement budget line as a protected line item.
- Coordinate travel to Nation communities including ferry-dependent trips to Sointula and Alert Bay.
- Do not act as the primary voice of the Chambers in Nation engagement: the Indigenous Liaison and Chamber leadership lead those relationships; the Coordinator provides administrative and coordination support.

4. Communications & Stakeholder Relations (approximately 15% of time)

- Execute the communications plan set out in the Amalgamation Plan (Appendix E).
- Draft and distribute member updates, media releases, briefing notes, and website content.
- Manage the amalgamation web presence and social media during the transition.
- Coordinate media inquiries in consultation with the JTSC co-spokespersons.
- Brief municipal councils, the Regional District, MLA, MP, and funders as directed by the JTSC.

5. Legal, Financial & Operational Integration (approximately 10% of time)

- Coordinate with legal counsel on the amalgamation agreement, bylaws, and BC Societies Act filings.
- Coordinate with the accountant on due diligence, opening balance sheet, and audit-ready transition.
- Coordinate banking, insurance, CRA business number, member CRM consolidation, and existing-contract assignments.
- Maintain a document repository and audit trail for all transition decisions and filings.

Required Qualifications

- Minimum three years of relevant experience in project coordination, non-profit management, community engagement, or public-sector program delivery.
- Proven ability to manage a multi-stakeholder project with a defined budget and timeline.
- Excellent written and verbal communication skills, including writing briefing notes, meeting minutes, and public-facing materials.
- Comfort with virtual collaboration tools (video conferencing, shared documents, project management software).
- Ability to work independently, manage own time, and meet deadlines with minimal supervision.
- Willingness and ability to travel throughout the Mount Waddington region, including ferry travel to Malcolm Island and Cormorant Island.
- A valid BC driver's licence and access to a reliable vehicle.
- Willingness to work occasional evenings and weekends for community meetings.

Preferred Qualifications

- Experience working with First Nations governments and Indigenous-owned businesses, with a demonstrated understanding of engagement conducted consistent with UNDRIP and BC's Declaration on the Rights of Indigenous Peoples Act (DRIPA).
- Familiarity with the BC Societies Act, non-profit governance, or organizational amalgamations.
- Prior experience with a Chamber of Commerce, Board of Trade, or economic development organization.
- Knowledge of the North Island: economy, First Nations, and communities.
- Post-secondary education in business, public administration, community development, communications, or a related field, or equivalent professional experience.
- Basic bookkeeping or budget tracking skills.
- Comfort speaking in public and facilitating small-group discussions.

Personal Qualities

- Culturally humble, respectful, and eager to learn.

- Discreet: able to handle confidential board and Nation discussions appropriately.
- Patient and pragmatic: comfortable with slow-moving consensus processes as well as tight deadlines.
- Bridge-building disposition: able to hold the trust of two Chambers, six communities, and multiple First Nations simultaneously.
- Attention to detail without losing sight of the bigger picture.

Working Conditions

The role will be based out of the Port McNeill Chamber of Commerce office, with all computer and technical needs provided by the Chamber. Travel costs (mileage at the current CRA rate, ferry fares, and pre-approved accommodations) are reimbursed separately from the contract fee. Some evening and weekend work will be required for community meetings and events; time is expected to flex accordingly.

Reporting & Accountability

The Coordinator reports directly to the two JTSC Co-Chairs and is accountable to the full JTSC. A written work plan is agreed with the Co-Chairs in the first two weeks of the contract and is reviewed monthly. A mid-contract review occurs at month three. On successful completion, a final report and file handover to the inaugural Board of the amalgamated Chamber is delivered before the contract ends.

Equity, Diversity & Inclusion

The Joint Transition Steering Committee is committed to a hiring process that reflects the region it will serve.

How to Apply

Submit the following by email to ed@portmcneillchamber.ca by 4:00 PM Pacific on August 31, 2026:

- Cover letter (maximum 2 pages) describing your interest in the role and how your experience fits the responsibilities.
- Résumé or CV.
- Names and contact information for two professional references (references will not be contacted before shortlisting).

Shortlisted candidates will be invited to a virtual interview with the JTSC Co-Chairs in September. The successful candidate is expected to start in September 2026.

The JTSC thanks all applicants for their interest. Only shortlisted candidates will be contacted.

Contact for Questions

Confidential questions about the role may be directed to:

Angela Smith

Co-Chair, Joint Transition Steering Committee

Email: ed@portmcneillchamber.ca