



Program Manager - Indigenous Management Board Secretariat

JOB OVERVIEW

Reporting to the Indigenous Management Board (IMB), the Program Manager will help coordinate and support the IMB to implement the IELÇIŁTEL or Nuts'a maat kws 'i' shul' hwilasmut tu Skwul 'i' kwthe' Accord (Accord), including to participate in the proposed National Marine Conservation Area Reserve (NMCAR) Steering Committee. The Program Manager will work closely with the IMB Technical Committee, and will be directly supported by an Administrative Assistant who will report to the Program Manager.

The IMB is an entity of eleven First Nations, being: Quw'utsun Nation (Cowichan Tribes, Halalt First Nation, Lyackson First Nation, Penelakut Tribe, and Stz'uminus First Nation), Malahat Nation, Pauquachin First Nation, Snuneymuxw First Nation, Tsawout First Nation and the WŚÁNEĆ Leadership Council (Tsartlip First Nation and Tseycum First Nation). As described in the Accord, the purpose of the IMB is to take back the roles, responsibilities and authorities over the territories and waters and to collaborate on issues of shared interest with regards to Parks Canada operations.

The IMB, along with Parks Canada and the Province of British Columbia, have also created a Steering Committee to conduct a feasibility assessment for the proposed national marine conservation area reserve (NMCAR) in the southern Strait of Georgia of British Columbia.

The IMB is committed to respecting diversity within our team and developing capacity for First Nations people within the eleven First Nations we represent. We encourage all First Nations applicants to self-identify as First Nations in our recruitment processes. ***Pursuant to Section 16(1) of the Canadian Human Rights Act, preference will be given to First Nations candidates.***

ESSENTIAL FUNCTIONS

IMB coordination and support

1. Work directly with the IMB, and its Co-Chairs and Technical Committee, to provide coordination, planning and implementation support for the successful execution and delivery of the Accord and the delivery of the research related to each of the IMB Priority topics.
2. Provide program management support including work planning, activity tracking and scheduling, deadline and progress management, communications management, and all other necessary tasks for the successful running of the IMB.

Steering Committee

3. Work directly with the IMB and IMBTC to collate the drafting of their Nations' input into the feasibility assessment, including any necessary work plans, budgets, interim and final reports, and other activities required to complete the assessment.
4. Monitor the execution of the Steering Committee work plan including the planning and coordination of activities and deliverables associated with the NMCAR feasibility assessment;
5. Based on the Steering Committee work plan, contribute to consolidating information, resources, aspatial and spatial data needed as input into the NMCAR feasibility assessment, identifying information gaps, and providing recommendations to fill information gaps.
6. Track activities related to any Government to Governments agreement discussions and assist with reporting in respect of any established timelines, and provide activity progress updates to IMBTC and IMB.

Multi-Nation Meeting Coordination

7. Work with the IMB, IMBTC and Secretariat Administrative Assistant to set up Multi-Nation meetings, develop agendas and necessary supporting documents, ensure minutes and action points are recorded and issue regular communications. In relation to Steering Committee Meetings, liaise and collaborate with the Crown for these purposes.
8. Support the IMB and the IMB Steering Committee Members to participate in IMB and Steering Committee meetings and related programs, projects and activities.
9. Along with IMBTC, participate in the preparation of briefing documents, presentations and other materials, provide, as requested, briefings and presentations to IMB, the Steering Committee and/or Community Chief and Councils.

Communications and information Management

10. Set up and maintain a multi user site for the Parties for common documents, meeting notes, research results, agendas, work plans and calendar of events.
11. Liaise, as directed, with the Crown in relation to the operations of the IMB, the IMBTC and the Steering Committee.
12. As appropriate and as requested, plan and contribute to Nations' community level information sessions and engagement.
13. Maintains confidentiality on all matters relating to the affairs of the IMB and Steering Committee.

Running the Secretariat

14. Oversee the general administration of the Secretariat including managing one direct report (the Administrative Assistant) and managing any contracts arising from the IMB's work.
15. Perform administrative activities required for this contribution agreement and provide general ledger and financial and narrative reports for approval and reporting to Parks Canada.
16. Performs all secretariat duties and responsibilities in accordance with the guiding principles set out in the IMB Terms of Reference and the Steering Committee Terms of Reference.
17. Carry out all other reasonable duties that may be requested by the IMB and the Nations' Steering Committee Members.

REQUIRED EXPERIENCE AND QUALIFICATIONS

- Three or more years experience working/volunteering/operating in a leadership role with one or more of the following competencies:
 - Program management (preferred);
 - Planning and strategic administration;
 - Multi-party project coordination.
- A Project Management Certification and/or a bachelor's level degree in a relevant competency (or equivalencies that consist of an acceptable combination of education, experience, knowledge, skills, and abilities);
- Demonstrated experience working with First Nations and liaising with government agencies in relation to laws, rights and title, issues and traditional ecological knowledge and the importance of consent in resource management and economic development opportunities;
- Knowledge and/or experience in marine and/or land-use planning, protected areas management, marine and/or terrestrial resources management, or related field
- Contract management experience, including request for proposal, contract proposal review, and evaluation, and contract execution; and
- Staff management and project team management experience.

REQUIRED ATTRIBUTES

- Ability to manage difficult situations and to use facilitation skills to find consensus solutions;
- Self-motivated with ability to work effectively in a highly dynamic multi-team environment with a significant level of autonomy;
- Ability to motivate and help direct others to gain collective support for new and ongoing initiatives;
- Ability to deliver projects under tight time constraints, and be able to travel and work flexible hours if required;
- Ability to manage meetings and work effectively in virtual, in-person, and hybrid environments;
- Ability to summarize and interpret complex, detailed information into plain language documents and presentations;
- Knowledge of modern office practices, procedures, systems, software, and equipment;
- Strong organizational and planning skills;
- Excellent interpersonal and communications abilities.

DESIRABLE EXPERIENCE AND QUALIFICATIONS (NOT REQUIRED)

- Qualifications in marine and/or land-use planning, protected areas management, marine and/or terrestrial resources management, or related field (or equivalencies);
- Experience working with First Nations Collectives (e.g., tribal councils, consortiums, regional First Nations organizations);
- Understanding of ecosystem-based management and its application to marine conservation, resource and economic development;
- Understanding of the marine and aquatic resources and commercial and non-commercial activities within the Pacific Northern Shelf Bioregion; and
- Understanding of the Marine Planning Partnership (MaPP), Marine Protected Areas Network, and National Marine Conservation Areas.

NOTE: The IMB operates in a distributed office environment. Currently, members of our team live and work from various locations on South Eastern Vancouver Island, including Brentwood Bay. Working location (including at home) and arrangements will be negotiated with the successful candidate. IMB will provide in-office equipment and a portable laptop. When working from home, Candidates should have stable access to an internet connection and be prepared to provide their own at home office equipment i.e. desk, chair, screen.

TERMS

The position is a two-year contract based on a 30-40 hour work week, with a rate commensurate with experience (salary scale \$70,000-\$82,000, negotiable for contractors). There may be an opportunity for renewal or extension.

Terms of the contract, including flexibility as to whether the role is on contract or by employment, will be negotiated with the successful candidate.

ORGANIZATION

Reports to: IMB (and, in relation to reporting for the Contribution Agreement, the WSANEC Leadership Council)

Supports: IMB and National Marine Conservation Area Reserve IMB Nations' Steering Committee Members

TO APPLY

We invite applications consisting of a one page cover letter, responses to the questionnaire attached to the end of this job posting, and a resume with names of references.

Applications to be submitted to marla.sampson@wsanec.com, with the subject line: Program Manager - IMB Secretariat Application, no later than **4:00 pm PST Thursday September 7, 2023**.

IMB
% WSÁNEĆ Leadership Council Society
800b Stellys Cross Rd
Saanichton, BC V8M 1J4

The Indigenous Management Board thanks all applicants for their interest, however, only those selected for an **interview** will be contacted.

Program Manager - Indigenous Management Board Secretariat

Job Application Questionnaire

Please outline your relevant qualifications and/or equivalencies (Maximum 1000 words):

Please outline your experience working with First Nations and or First Nations Collectives (Maximum 1000 words):

Please outline any experience you have managing staff, contracts and or contribution agreements (Maximum 500 words):

Please outline any experience coordinating and organizing multi-party meetings (Maximum 500 words):