



**COASTAL
FIRST NATIONS**
GREAT BEAR INITIATIVE

JOB POSTING

Coastal Stewardship Network

Training Coordinator

Please read all the way to the bottom of the contract description before applying.

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, a Communications Specialist, a Guardian Support Coordinator, and two Training Coordinators (one being this position).

Why work for the Coastal Stewardship Network?

Our team has many years of experience supporting Coastal First Nations to build their stewardship capacity and exercise their rightful authority to manage and protect their territories. We are committed to building a caring and collaborative culture as we work towards our shared goals.

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.

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, technical skills, leadership skills, and other skills

related to land and water stewardship. 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/adhere to an overall training plan for member First Nations' stewardship staff in collaboration with CSN's other Training Coordinator.
- Foster partnerships with training institutes to collaborate with where appropriate; instructors, courses, and/or programs; oversee the development of customized courses or programs with other contractors; provide input to instructors to ensure that courses are relevant to stewardship staff and oriented to a coastal First Nations stewardship context.
- Liaise and communicate with GBI's member Nations, stewardship offices, sub-regional groups, students, instructors, training institutions, and other partner organizations.
- Prepare written materials and communications including, but not limited to, funding proposals, internal briefs, program evaluations, course registration forms, and reports.
- Participate collaboratively in internal decision-making processes with Stewardship Directors Committee, CSN Technical Advisory Committee, the CSN team and GBI staff.

Student Support:

- 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 e.g., providing instructional support, assisting with field trips, facilitating hands-on group activities, participating in role-playing activities.

Training Program Logistics

- Organize logistics for course delivery, including schedules, training facilities, field trips, and student travel and accommodation where necessary
- Ensure that GBI policies and procedures are followed, including administering program budgets as required.

Network Support

- Support in the development and delivery of the CSN Annual Gathering, including developing agenda, arranging logistics, providing facilitation and other tasks as needed.
- Participate in relevant workshops and conferences in support of training program development, and the CSN team's work as requested.

Desired Qualifications

This list of desired qualifications is what we are ideally searching for, but not all are required. Other combinations of education and experience may be considered; thus, if you don't have direct experience in some of these areas, feel free to let us know how other experiences have equipped you to succeed in those parts of the role.

Skills & Experience (ideally a minimum of 2 to 3 years of experience)

- Post-secondary education in a related discipline, or equivalent experience (Indigenous education, adult education, environmental education, educational leadership, resource management).
- Experience working with Indigenous communities, ideally in an environmental stewardship context, with preference given to coastal First Nations experience.
- Demonstrated ability to support educational and emotional needs of students; preference given to individuals experienced in trauma-informed practice.
- Strong facilitation skills.
- Experience in educational program development and curriculum design.
- Experience building partnerships with post-secondary institutions.
- Experience delivering training programs or similar events.
- Excellent written and financial administration skills (e.g., writing proposals and reports, invoicing, completing travel claims, and administering payments to vendors).
- Possession of valid Class V or IV driver's license an asset.

Characteristics & Attributes

- Passionate about forms of education that reconnect Indigenous peoples to land and the social relations, knowledges and languages that arise from the land.
- Possession of strong interpersonal and communication skills.
- Possession of excellent organizational skills.
- Attention to detail and strong problem-solving skills.
- Skilled at working collaboratively as part of a team and independently with limited supervision.
- Experience working with a remote team.
- Experience maintaining self-care and resilience in a dynamic work context.

Employment Equity

Our work is stronger when it benefits from the experience, knowledge, and wisdom of people from diverse backgrounds and experiences. Indigenous peoples, people with disabilities, women, diverse genders, members of racialized groups and members of other historically marginalized communities are encouraged to apply.

Please indicate in your cover letter if you would like to be considered for employment equity by including the statement “I would like to be considered for employment equity.” No further elaboration is necessary unless you would like to provide additional information. Where candidates don’t differ significantly in terms of other desired qualifications, priority will be given to those being considered for employment equity and people of Indigenous background.

Terms of Employment

Position Type: Full-time 1-year contract position. Contract renewal after this time considered dependent on funding and capacity.

Start date: Anticipated start date is April 1st, 2023.

Compensation: \$50 per hour.

Reporting: Position reports to Aroha Miller, Program Manager, Coastal Stewardship Network.

Location: The successful candidate will be based out of a home office, located within coastal BC.

Tech Requirements: Access to a computer, reliable internet and phone service are required.

Travel Requirements: The position will require a significant amount of travel to training locations in Vancouver, Port Hardy, the Central Coast, the North Coast and Haida Gwaii – public health guidelines are followed. Travel expenses will be covered.

To Apply

Please email a resume and cover letter, with subject title stating **GBI-CSN-TC** followed by your **First and Last Name** to hr@coastalfirstnations.ca. Applications sent directly through job sites **will not** be reviewed.

Within your cover letter please answer: why you are interested in this role; what qualifications or experience you have that address the desired qualifications; and any other relevant information. We thank you for your interest.

Application deadline is 5pm February 28th, 2023

We thank you for your interest in working with the Coastal Stewardship Network, and appreciate the effort and time required to apply for this position.