

CLIMATE ACTION ADMINISTRATOR

Full-time, Remote

PROTECTING OUR COAST. BUILDING OUR ECONOMY.

A unique alliance of nine BC First Nations, creating jobs for the future and protecting the Great Bear Rainforest.

CFN-GBI is a not-for-profit Society established in 2003 that is owned and operated by a unique alliance of First Nations on British Columbia's North and Central Coast and Haida Gwaii. The principal goal of this group is to restore and implement ecologically, socially, and economically sustainable resource management approaches on the Central and North Coast and Haida Gwaii. To learn more about us, visit: www.coastalfirstnations.ca.

About the Indigenous Climate Action Network

The Indigenous Climate Action Network supports local staff (Climate Action Coordinators, or CACs) in remote Indigenous communities throughout BC to advance climate action projects through salary funding, training, and mentorship. The CACs work involves planning and implementing energy efficiency, renewable energy generation, and climate change resilience projects to reduce diesel consumption and greenhouse gas (GHG) emissions, prepare for climate change, and meet other related community objectives.

Who we are looking for

You are passionate about climate action and Indigenous-led solutions. You are very well versed and have experience working in the field of administration for Indigenous communities. You are skilled at relationship building and coordinating projects. You are eager to bring your skills and experience to a non-profit organization that works to advance sustainability for the Nations 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 supportive team environment. You can prioritize and manage multiple tasks and deliverables, while knowing how to ask for help when needed. You are tactful, emotionally intelligent, and are eager to make a positive impact with a commitment to Indigenous Stewardship.

About the position

Position: Climate Action Administrator
Reports to: Network Manager
Location: Remote, home office; some travel required
Salary: \$58,000 to \$69,000 per annum
Start Date: ASAP **End Date:** March 31, 2025

Responsibilities

The Climate Action Administrator provides strong executive administrative support to the Indigenous Climate Action Network (I-CAN). With a great deal of professionalism and tact, the Climate Action Administrator collaborates with a variety of partners, including First Nations Members, co-workers, Indigenous and other Government Officials, Executives and Community Organizations as well as Board and Committee Members.

The Climate Action Administrator works to support Nations to successfully enroll in I-CAN, as well as provides human resources support for those Nations to hire local Climate Action Coordinators. This position requires a high quality of service, attention to detail, excellent communication skills, and seamless and respectful interactions with First Nations, co-workers, the GBI finance team, and funders.

Responsibilities will Include:

- Working with CFN-GBI staff to support Nations to enroll in the Indigenous Climate Action Network.
- Supporting Nations who have enrolled in the Climate Action Network to hire Climate Action Coordinators.
- Meeting with Nations to provide administrative support for them to successfully enroll in the Indigenous Climate Action Network.
- Tracking enrolment of Nations within the Climate action Network and communicates with Network leadership regarding updates and timelines related to enrolment and hiring.
- Attending meetings and taking minutes and action items.
- Competency with Microsoft Office Suite, ShareFile software for secure document transfer, and project management software to input and track projects, task and management of deliverables and reminders.
- As training and experience progresses, the role could include project management/oversight of specific projects.

- Support Network leadership staff with monthly and quarterly report writing, and other aspects of running the Climate Action Network.
- Support with administration – travel arrangements.
- Other tasks and duties as required.

Qualifications: Education and Experience

- Completion of Grade 12 (High School Diploma).
- Post-secondary courses in office administration or human resources.
- Editing, writing and formatting of reports.
- Two years' experience working as an administrative assistant or secretary, or equivalent.
- Experience and comfort working with various software programs.
- Project Management experience is an asset.
- Previous experience working in a cross-cultural environment, preferably an Indigenous environment.
- Experience in related to hiring is an asset.
- Satisfactory criminal records check.

Skills Sets and Competencies

- Strong personal interest and commitment to Coastal First Nation – Great Bear Initiative's mission and vision required.
- Knowledge related to procedures and practices associated with supporting contract administration, meetings, scheduling, report editing and writing, and file management.
- Knowledge of and respect for the traditions, culture, and protocols of BC's Indigenous communities.
- Ability to foster relationships, particularly with Indigenous communities in a remote setting.
- Strong communication and interpersonal skills with the ability to engage and listen.
- Solution-finding skills that include the ability to develop and propose creative solutions and approaches.
- Demonstrated ability to take the initiative and succeed working as a team.
- Ability to use tact and good judgment in dealing with sensitive and complex issues.
- Proficiency in using computers: Microsoft Word, Excel, Outlook, PowerPoint, and various video conferencing platforms.

How to apply

Interested candidates are invited to submit the following to hr@coastalfirstnations.ca no later than November 16, 2023 at 5:00 pm PST.

1. A letter of interest outlining how your previous experience and education would support this position. If you have an interest or expertise in the technical side of climate action work or planning an engagement, please note this in your cover letter.
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.

We aim to provide support through this recruitment process to applicants with disabilities, including accommodation that considers an applicant's accessibility needs. If you require accommodations during the interview process, don't hesitate to get in touch with Hina Rafaqat (hr@coastalfirstnations.ca)

CFN-GBI hires based on skills, ability, and qualifications; however, in support of our strategy to achieve our employment goals for Indigenous Peoples, qualified Indigenous applicants will be given priority.

Persons of Indigenous ancestry will be given preference. s16(1) CHRA.