



CONTRACT JOB POSTING

Coastal Stewardship Network

Training Manager

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

About Us

Coastal First Nations – Great Bear Initiative (CFN-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 CFN-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 support; and communications and outreach support.

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

The CSN is responsible for providing training and professional development opportunities to First Nation stewardship staff, including Guardians and other technicians. We have recently completed a *Coastal Stewardship Network Training Strategy* to guide this work over the coming five years. Guided by this document, the successful candidate will be responsible for: 1) operationalizing the training strategy, with support from the CSN training team and Program Manager; 2) securing funding to develop and deliver trainings, including funder reporting and setting/tracking budgets; 3) oversee the development, delivery and evaluation of training and professional development programs and workshops; and 4) oversight of projects of the training team members.

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, leadership skills, environmental and field skills, and other skills related to land and water stewardship. The Training Manager will lead or assist in other aspects of Network programming as required.

Duties & Responsibilities

Project Management:

- Developing funding proposals and budgets, securing funding, tracking expenses.
- Drafting funder reports, including narrative and financial reports.
- Working with the CSN Program Manager, develop annual training workplans and budget.
- Prepare other written materials and communications as required.

Training Team Management:

- Managing, supporting, and coordinating remote contractors who contribute to CSN's training program.
- Oversight of training team members' projects.

Relationship Building and Maintenance:

- Clearly communicate with and develop, grow, and maintain new and existing partnerships with GBI's member Nations, stewardship offices, CSN contractors, training institutes, students, instructors, other partner organizations, and funders.
- Participate in internal decision-making processes with Stewardship Directors Committee, CSN Technical Advisory Committee, the CSN team and GBI staff.

Training Program Development and Logistics:

- Work with other CSN contractors and selected instructors to ensure a strong understanding of trauma-informed practice, and that a culturally safe space is created before, during, and after deliveries.
- Oversee training program development and delivery logistics.

Network Support:

- Support and participate in other CSN events, workshops, conferences, and/or trainings, as agreed upon from time to time.

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.

Qualifications (ideally a minimum of 3 to 5 years of experience)

- At least 5 years experience working with Indigenous communities with preference given to coastal First Nations experience and individuals experienced in trauma-informed practice.
- Post-secondary qualification in Education, or equivalent experience (e.g., Indigenous education, adult education, environmental education, educational leadership).
- Demonstrated project and team management skills and experience.
- Demonstrated ability and commitment to cultivating strong, collaborative partnerships with diverse partners and stakeholders.
- Proven successful fundraising experience and knowledge of training funding opportunities.
- Excellent written and financial management skills an asset (e.g., writing proposals and creating budgets, funder reports; briefing notes; invoicing, travel claims, and other related administrative tasks).
- Excellent communication skills (written, oral, interpersonal).

The following skills and experience are not required but are considered an asset:

- Experience in an environmental stewardship context.
- Experience in educational program development and curriculum design.
- Experience delivering training programs or similar events.
- Experience working remotely and working with a remote team.
- Possession of a valid Class V or IV driver's license.

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 self-identify as Indigenous or another minority group. No further elaboration is required. Where candidates don't differ significantly in terms of other desired qualifications, priority will be given to people of Indigenous background or those who identify as another minority group.

About the Contract

Position Type: Part-time (3 days/week) 1-year contract (Contract renewal after this time will be considered dependent on funding and capacity.)

Start date: Anticipated start date is October 1st, 2024.

Compensation: Within the range of \$60/hour.

Reports to: Aroha Miller, Program Manager, Coastal Stewardship Network

Location: Remote, preferably located within BC.

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

Travel Requirements: The position may require some travel to locations in Vancouver, Port Hardy, the Central Coast, the North Coast and Haida Gwaii. Expenses for travel within BC will be covered.

To Apply

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

Please include in your cover letter your reasons for your interest in this role; how your qualifications or experience align with the desired qualifications; and any additional relevant information you wish to share. We thank you for your interest.

Application deadline is 5pm August 30th, 2024

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. Only short-listed candidates will be contacted.