

## **CLIMATE ACTION FACILITATOR (MENTORSHIP)**

### **Term 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.*

#### **About Coastal First Nations – Great Bear Initiative**

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](http://www.coastalfirstnations.ca)

#### **About the Indigenous Climate Action Network (I-CAN)**

The Indigenous Climate Action Network (I-CAN) supports local staff (Climate Action Coordinators, or CACs) in remote Indigenous communities throughout BC (within and beyond the Great Bear Rainforest) to advance climate action projects. The work of the CACs 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**

In this role, you'll join the dynamic Indigenous Climate Action Network (I-CAN) team, report to the Climate Action Network Lead, and work alongside another Climate Action Facilitator, and the Climate Action Administrator. We are seeking an individual with cultural competencies related to working with, and in service of, Indigenous Peoples. You are very well versed and have experience working in the field of clean energy, renewable energy, climate action and/or sustainability. You are skilled at relationship building and coordinating projects, meetings, and workshops. 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 Facilitator  
**Reports to:** Climate Action Network Lead  
**Location:** Remote, home office; some travel required  
**Start Date:** ASAP  
**Term:** 1 Year Term ending March 31, 2026  
**Salary:** \$75,000 - \$85,000 per annum

**Responsibilities include the following:**

The primary role of the Climate Action Facilitator is to support the Indigenous Climate Action Network. This role will lead the development, implementation, and ongoing management of the pilot Mentorship Program and collaborate with individual Climate Action Coordinators (CACs) to support the development and ongoing work in their community related to clean energy, energy efficiency and climate resilience projects.

**Mentorship Program Development, Implementation and Ongoing Management**

- Develop and implement processes related to recruitment, orientation and training to induct mentors and mentees into the Mentorship Program.
- Recruit, onboard and assign mentors to the mentees as appropriate based on identified needs.
- Support administrative tasks related to mentorship, i.e. vendor forms, invoicing, and time sheets.
- Organize in-person and online mentorship meetings to facilitate relationship building and coaching.
- Check-in on mentors and mentees as scheduled on a regular basis.
- Provide training to potential mentors on leadership, coaching, and cultural safety as applicable.
- Continuously assess the success of the program through feedback engagement and evolve as needed.

**Direct Climate Action Coordinator Support**

- Capacity building through peer networking: facilitating meetings and workshops for CACs, organizing group training, and attending conferences and events.
- Support CACs with developing work plans and carrying out the goals and objectives of their work plans.
- Build relationships with the CACs and provide direct project support in the form of mentorship related to the development of clean energy, energy efficiency, and climate resilience projects.

**Peer Networking Support**

- Coordinate and facilitate online and in-person meetings for a cohort of CAC positions.
- Develop and disseminate educational resources to support work plans, training, and reporting.
- Support other team members to prepare for, coordinate, and deliver training and networking opportunities for CACs.
- Coordinate CAC attendance and attend conferences and events with the Climate Action Network with the goal of uplifting Indigenous leadership in climate action work and sharing information and resources between communities.
- Attend a variety of meetings and events as required.

**Relationships with Internal and External Parties**

- Determining efficient means of communication to build and maintain working relationships.
- Maintaining positive relationships with internal and external parties.
- Supporting team members.
- Exchanging information, reports etc. as needed.

**Team Support and Participation**

- Reviewing project reports, identifying progress and challenges, and submitting them for discussion, preparing background information where necessary.
- Supporting Network leadership staff with monthly and quarterly report writing, and other aspects of running the Climate Action Network.

- Participating in scheduled meetings.
- Develop and maintain workplan to record progress towards goals and milestones, updates and areas requiring support.
- Other duties as required.

### **Qualifications: Education and Experience**

*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.*

- A minimum of three years of experience with relationship-building with Indigenous communities.
- Proven experience and ability to plan, organize and facilitate workshops and training, both in person and virtually.
- A minimum of two years of working experience in energy efficiency, sustainability, climate change, and/or clean energy.
- Knowledge and appreciation of working in service of Truth and Reconciliation with Indigenous Peoples.
- BC Class 5 driver's license and a good driving record and access to a personal vehicle.

### **Skills Sets and Competencies**

- Strong personal interest and commitment to Coastal First Nation – Great Bear Initiative's mission and vision required.
- Knowledge of and respect for the traditions, culture, and protocols of BC's Indigenous communities.
- Knowledge of principles, processes and practices related to community climate action policy and program development, strategic planning and federal and provincial legislations applicable to the work.
- Ability to research and recommend, create and coordinate relevant clean energy training initiatives.
- 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 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.

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

- Post-secondary education in Environmental Science or Studies, Indigenous Studies, Sustainability, Planning, Geography, Business Administration, Communications, or a related field.
- Solid experience with and knowledge of working with Indigenous Organizations and/or remote Indigenous communities.
- Experience with sustainability principles, including renewable energy, climate change mitigation resource economics, green building, and alternative transportation.
- Facilitation, coaching, or community engagement credentials are considered an asset but are not required.

### **How to apply**

Interested candidates are invited to submit the following to [hr@coastalfirstnations.ca](mailto:hr@coastalfirstnations.ca) no later than February 24, 2025, 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 climate action work or planning an engagement, please note this in your cover letter. Please also indicate if you self-identify as Indigenous.
2. An up-to-date CV.

The successful candidate will be asked to provide references, and a satisfactory 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 accommodation during the interview process, don't hesitate to get in touch with Hina Rafaqat ([hrafaqat@coastalfirstnations.ca](mailto:hrafaqat@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***