JOB POSTING:

Operations Manager - Salmon Parks

The Canadian Parks and Wilderness Society – British Columbia (CPAWS-BC) and Mowachaht/Muchalaht First Nation (MMFN) are seeking an Operations Manager to support the implementation of MMFN’s Salmon Parks Indigenous Protected andConserved Area (IPCA).

Overview of the position:

CPAWS-BC is hiring a full-time Operations Manager to support the Mowachaht/Muchalaht First Nation (MMFN) with project and financial management, coordination of communications and stakeholder engagement, and oversight of administration as they implement their Salmon Parks IPCA. The Operations Manager will report to the Salmon Parks project manager and work closely with a team at MMFN consisting of the Salmon Parks administrative secretary, the RELAW coordinator, and the Fisheries and the Lands and Natural Resources departments’ staff. The Operations Manager will be required to present reports to and coordinate with the Salmon Parks Stewardship Society Board of Directors and the MMFN CEO as directed.

The Operations Manager will work with and uphold key MMFN values, including hisukʔis cawaak (everything is one), ṭiisaak (respect with caring), and ṭuuʔaaluk (taking care of).

Position type: Full-time, indeterminate (funding currently secured until the end of March 2026)

Location: The Salmon Parks Operations Manager will be based on Vancouver Island and will work part-time in Gold River and Tsaxana at the MMFN Government Services office and the remainder of time from home. Semi-frequent travel between Gold River, Campbell River, Nanaimo, Port Alberni, Vancouver, and Victoria will be required.

Work hours: Work hours are flexible and must overlap with the core work hours set out in the contract (currently 10 am to 3 pm from Monday to Friday). The nature of this position may require some work outside of regular hours. CPAWS-BC is undergoing preparations to begin a 4-day/32-hour work week in 2024.

Compensation: $72,000 annually, plus comprehensive health and dental benefits (after 3 months) and 4% RRSP matching (after 1 year).
Other benefits of working at CPAWS-BC:

- Work from home or hybrid work environment, including all staff strategy and team building sessions in person.
- Flexible work schedule (outside of our 10am - 3pm PT core working hours)
- Our vacation entitlement starts at 3 weeks, increasing to 4 weeks after 5 years.
- CPAWS-BC provides an additional paid break over the December holiday period.
- Support your physical wellbeing, mental wellbeing, and caregiving responsibilities by taking advantage of our 10 flexible personal days annually.
- We offer an extended health, vision and dental benefits package, which includes life insurance and long-term disability
- A completely free and confidential employee and family assistance program (EFAP) to assist with counselling, financial advice, nutrition, addiction, childcare arrangements and more.
- Invest in your growth with $500 professional development support for training.
- CPAWS-BC provides half-day Fridays for weekends that include statutory holidays or Mondays that are designated holidays.
- CPAWS-BC is in the process of planning the implementation of a four-day/32-hour work week in 2024.

Posting date: December 14, 2023

Closing deadline for applications: January 7, 2024, at 11:59 pm (Pacific Daylight Time)

Start date: February 2024.

RESPONSIBILITIES

Project Management

- Under the guidance of the Salmon Parks Project Manager, develop project proposals and funding applications.
- Conduct regular meetings with contractors to assess progress and address any issues, while ensuring adherence to timelines and budgets.
- Provide timely updates to the Salmon Parks Project Manager and MMFN leadership on the status of various projects.
- Contribute to developing and monitoring strategic plans, work plans, and budgets for the entire Salmon Parks initiative.
- Support government-to-government negotiations with the Province of BC for the designation and
implementation of the Salmon Parks IPCA. This could include attending and coordinating meetings, taking notes and presenting on specific issues.

Financial Management
- Play a key role in the identification and pursuit of funding opportunities to support the Salmon Parks initiative. This may include the Salmon Parks Guardian program and other project proposals worked on in collaboration with MMFN Lands and Fisheries staff.
- Work collaboratively with the Salmon Parks Project Manager to ensure accurate tracking of grant deadlines and deliverables.
- Report to funders on budgets, activities completed, and other requirements outlined in funding agreements.

Communications & Stakeholder Engagement
- Coordinate the production and distribution of digital communications materials for the Salmon Parks website, Facebook page, and other communication channels.
- Assist in creating and producing communications materials for the Salmon Parks website, Facebook page, and other platforms.
- In collaboration with external facilitation professionals, coordinate engagement processes with the MMFN community and external stakeholders, including forestry companies and workers.
- Attend meetings, take detailed notes, make presentations, and draft correspondence with governments, communities and stakeholders as requested by the Salmon Parks Project Manager.

Operational and Administration Oversight
- Oversee the purchasing of equipment and supplies essential for the operation of the Salmon Parks program.
- Set up and administer contracts with consultants and other firms and individuals providing services to Salmon Parks.
- Within spending authority, review and approve purchase orders and invoices for goods and services provided to Salmon Parks.

KNOWLEDGE & EXPERIENCE
- **Team leadership and collaboration**: Experience working in small teams, such as a non-profit organization. Experience working with or for First Nations is an asset.
- **Operational oversight**: A minimum of three years of operational experience in a supervisory role in the natural resources sector.
- **Biodiversity and Conservation**: A solid understanding of or keen interest in conservation or natural resource management, specifically Indigenous-led conservation. Interest in or knowledge of relevant conservation and environmental policies, regulations, and frameworks would be an asset.
SKILLS & ABILITIES

- **Collaboration**: Ability to work collaboratively with internal teams and external partners and contractors.
- **Communications**: Strong written and verbal communication skills.
- **Adaptability**: Ability to recognize and adapt plans based on changing circumstances.
- **Monitoring and Evaluation**: Ability to track and evaluate progress using qualitative and quantitative methods.
- **Creativity and innovation**: Willing to dream big, bring forward and try new ideas to improve a project outcome.

EDUCATION

- No minimum education requirement.
- You’d be a good fit if you have a Bachelor’s or Master’s degree in resource management, environmental science, or natural resource conservation-related studies. Training in business administration or organization management would be another area of study that would set you up for success in this role.
- CPAWS-BC values the contributions of individuals with diverse educational backgrounds and experiences. We are committed to fostering an inclusive and equitable workplace that reflects the richness of perspectives needed to address the complexities of the nature and climate crises.

COMPETENCIES

Core

**Ensures accountability**: Holding self and others accountable to meet commitments

**Plans and aligns**: Planning and prioritizing work to meet commitments aligned with organizational goals.

**Optimizes work processes**: Identifies and creates the processes necessary to get work done. Seeks ways to improve processes, from small tweaks to complete reengineering.
Financial acumen: Interpreting and applying an understanding of key financial indicators to inform decisions. Integrates quantitative and qualitative information to draw accurate conclusions. 

Directs work: Providing direction, delegating, and removing obstacles to get work done. Delegates and distributes assignments and decisions appropriately. Monitors progress by maintaining dialogue on work and results.

BEHAVIOURAL

Collaborates: Building partnerships and working collaboratively with others to meet shared objectives.

Manages complexity: Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems.

Demonstrates self-awareness: Using a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses. Willing to admit mistakes and gain insights from experiences.

Cultural Sensitivity: Awareness and understanding of diverse cultures, perspectives, and inclusion principles. Applies a culturally responsive approach to all work. Having prior knowledge and understanding of MMFN culture, language, and practices is a strong asset

Decision quality: Making good and timely decisions that keep the organization moving forward.

Cultivates innovation: Creating new and better ways for the organization to be successful.

Instills trust: Gaining the confidence and trust of others through honesty, integrity, and authenticity.

ABOUT MOWACHAHT/MUCHALAHT FIRST NATION

The Mowachaht/Muchalaht First Nation is a community on the West Coast of Vancouver Island, centered on Nootka Sound. Our main village of Tsaxana is located 5 minutes north of Gold River. We have a deep connection to the land and sea. For thousands of years, our people have depended on the ocean, rivers, and forests to sustain our way of life. Our ancestors were skilled whalers, fishermen, and traders, and our territory was a hub for commerce and cultural exchange.

Despite facing challenges from colonialism and residential schools, the community is committed to preserving our culture, language, lands, and waters. We aim to create economic opportunities for our citizens and the broader community while maintaining our connection to the land and water.

Defending BC’s wilderness and ocean since 1978
Our values of hisukʔis cawaak (Everything is one), ʔiisaak (Respect with caring), and ʔuuʔaaluk (Taking care of) guide us to a better future.

ABOUT CPAWS-BC

The Canadian Parks and Wilderness Society – British Columbia (CPAWS-BC) is part of one of Canada’s oldest non-profit conservation groups. We have been defending lands and waters in BC since 1978 and are dedicated to keeping BC’s natural environment thriving forever. Nature is BC’s best hope.

CPAWS-BC works on the unceded territories of Indigenous Peoples. We recognize that all people have the right to a healthy environment. Identity, culture, and survival are often deeply rooted in people’s connection to the land and ocean. However, not all people have equal access to and decision-making powers over the use of land and ocean. As a conservation organization, we have the responsibility to uphold the values of justice, equity, diversity, and inclusion of marginalized voices and perspectives.

We are a small, dedicated team working hard to protect land and waters in every corner of BC and deep into the ocean. Join us and help safeguard homes for grizzly bears, huge colonies of seabirds, threatened grasslands, endangered orca habitats, and vital stretches of boreal forest, keeping British Columbia wild forever.

ABOUT SALMON PARKS

Salmon Parks are protected areas on land and in the ocean that are designated under MMFN law and managed by our ḥawliḥ (hereditary chiefs) to look after the critical habitats that salmon rely on throughout their life cycle. As an indigenous-led conservation initiative, Salmon Parks are intended to secure a healthy future for salmon and all the creatures that depend on them by managing the ḥaʔahuuli (chiefly territories) in a sustainable way, consistent with Nuu-chah-nulth knowledge, values and guiding principles.

ABOUT THE APPLICATION PROCESS

To apply, please submit one combined PDF document that includes a one-page cover letter and your resume to hiring@cpawsbc.org with the subject line: Salmon Parks.
Applications are due by 11:59pm Pacific on January 7, 2024. Only complete applications will be considered.

We encourage you to use your cover letter to tell us how your background and experience align with this role and share any information about yourself that you think is important for your application. You will receive an auto-response informing you that your application has been received.

CPAWS-BC is committed to expanding a diverse, equitable, and inclusive conservation movement. We are invested in creating an organization representative of a wide variety of backgrounds, identities, languages, cultural ways of knowing, and life experiences and welcome applications from Indigenous, Black, and racialized people, and those who face systemic barriers to employment.

We know research shows that society has conditioned communities of color, trans and gender non-conforming people, immigrants, people with disabilities, and other marginalized candidates to more frequently not apply to a job because they don’t feel that they meet all the qualifications listed even if they are qualified. If you meet some of the requirements and you are passionate about our mission, we encourage you to apply and look forward to learning more about you.

If your application is successful:
1. We will contact you for a first interview.
2. You will be given a small task to complete in the lead up to the first interview.
3. If needed, we will arrange a second interview for a smaller group of candidates.
4. If you’re selected as the successful candidate, we will make you an offer.

**CPAWS-BC COMMITMENT**

CPAWS-BC works on the stolen lands and waters of Indigenous Peoples. Indigenous Peoples have stewarded their territories since time immemorial and continue to do so today.

The conservation movement in Canada was founded on white supremacy and actively sought to erase Indigenous Peoples. One way was the forcible removal of Indigenous Peoples from their
land and water, and the attempted severing from their culture. The whiteness of conservation remains in both leadership and values, which continues to perpetuate systemic oppression and erasure of Indigenous Peoples. But Indigenous Peoples have resisted and endured. As a conservation organization, we have a responsibility to decolonize our work and to ensure that we are supporting Indigenous stewardship, resilience, and resurgence.

We, the staff and Board at CPAWS-BC, recognize that decolonization is an ongoing process that requires all of us to be actively involved and responsible.

CPAWS-BC is committed to justice, equity, diversity, and inclusion within every aspect of our work to protect lands, inland waters, and ocean. We commit to be more inclusive, respectful, and honour Indigenous Peoples in all aspects of our work.