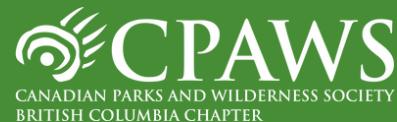


WE'RE HIRING!



# IPCA COORDINATOR

## LAND & FRESHWATER PROGRAM

227 - 312 Main Street  
Vancouver, BC V6A 2T2  
(604) 685-7445  
[info@cpawsbc.org](mailto:info@cpawsbc.org)

### Position Overview

The **Indigenous Protected and Conserved Area (IPCA) Coordinator** will be embedded in the CPAWS-BC staff team and work closely alongside a team at N'Quatqua Lands Department. They will support N'Quatqua staff and leadership to establish an IPCA in N'Quatqua Territory. The Coordinator will be responsible for managing projects, especially the coordination of community events, communications and stakeholder engagement. The Coordinator will mentor a community member currently training in IPCA planning, and create capacity within N'Quatqua for ongoing IPCA work. They will also take part in fundraising and associated reporting, and other administrative tasks as needed.

The IPCA Coordinator will be responsible for seeking feedback from and providing regular updates to the N'Quatqua Chief & Council through briefing notes and presentations. They will be supported by N'Quatqua Lands Department and partners such as Coast to Cascades Grizzly Bear Initiative.

The IPCA Coordinator will support the vision of N'Quatqua by creating an inclusive project bringing the community members together to create a shared community mandate, a critical first step in the development of an IPCA. The project is grounded in N'Quatqua's values of respect for oneself and others, and reflects the Nation's desire to honor and steward their own lands, protecting grizzly bears, wildlife, plants, medicines, and their deep connection to their Territory. Development of an IPCA will help guide the work of Land Guardians, promote land-based healing, and protect N'Quatqua heritage for future generations.

This role plays a vital part in the community's work to establish an IPCA in N'Quatqua's Traditional Territory, with a goal of implementing the IPCA while upholding cultural protocols and fostering sustainable management practices. As such, the successful candidate will have strong coordination and communication skills to support the broader objectives of N'Quatqua to protect their traditional Territory.

A valid driver's license and reliable transportation will be required. The successful candidate will be required to complete a satisfactory Criminal Record Check as a condition of employment.

#### ~ N'Quatqua's Vision Statement~

"We will honour and respect our lands and resources through a holistic approach. We will be committed to a strong, loving, healthy and sustainable community that will have a consistent approach to education, culture and language. A self governance system that will allow us to grow and meet our needs."



## Position Details

**Position type:** Full-time, 1-yr contract, with possibility to extend depending on funding.

**Location:** Flexible for remote work within within a reasonable distance of N'Quatqua Territory and able to regulalry travel to D'Arcy, BC. This includes within St'át'imc Territory, Vancouver and the Sea-to-Sky Corridor.

**Work hours:** CPAWS-BC operates on a 4-day (32-hour work week), Monday through Thursday. This role will require some travel, as well as evening and weekend hours to support community and field work.

**Compensation:** \$58,350 plus benefits

**Closing deadline for applications:** January 23, 2026

**Start date:** March 02, 2026

## Responsibilities & Duties

### COMMUNITY & STAKEHOLDER ENGAGEMENT

- Coordinating and supporting community activities that will support IPCA planning and visioning
- Gathering community input on key areas to protect based on community and cultural values, traditional knowledge and other key resources
- Coordinating information sharing and feedback from neighbouring St'át'imc communities
- Coordinating information sharing, feedback, and letters of support from partners and stakeholders
- Supporting cultural activities ensuring the work with the community begins and is carried out in a good way
- Coordinating with contractors to deliver tasks related to project

### COMMUNICATIONS & EVENT SUPPORT

- Coordinating the production and distribution of digital communications materials for the website, social media, and other communication channels
- Attending and leading meetings, take detailed notes, make presentations, and draft correspondence with governments, communities and stakeholders
- Supporting the development of maps to communicate information and collect feedback on values within the Territory

### FINANCIAL & ADMINISTRATIVE SUPPORT

- Tracking expenses
- Supporting grant writing, and leading grant reporting
- Planning and supporting travel for the team and leadership, as requested

## **Knowledge, Skills & Abilities**

No minimum education is required. CPAWS-BC recognizes the value of both formal education and lived experiences. We invite applications from candidates who are excited about this role and bring some of the following skills and experience:

### **EDUCATION**

- A degree or training in resource management, environmental science, or natural resource conservation is an asset

### **KNOWLEDGE & EXPERIENCE**

- Experience working with or for First Nations is required. We encourage applications from members of the N'Quatqua and St'át'imc Nation
- Knowledge of N'Quatqua and St'át'imc Territory is an asset
- Knowledge and experience working within the realm of Indigenous Protected and Conserved Areas (IPCA) is required
- Experience in land use planning, management, and governance
- Experience working in small teams, such as a non-profit organization, is an asset
- Knowledge of or a 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
- Experience coordinating projects; a knowledge of project planning tools and work plan development would be an asset
- Experience creating and working with budgets for projects in the \$25,000 to \$200,000 range, including familiarity with tracking systems and reporting
- Experience with engagement processes involving diverse stakeholders, including community members, industry representatives or associations, and government officials
- Experience with GIS (mapping, data collection and analysis) is an asset, but not a requirement

### **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

# CORE & BEHAVIOURAL COMPETENCIES

## CORE COMPETENCIES

These are the essential skills and attributes that we expect all those in coordinator-level positions to bring to their teams and work at CPAWS-BC:

- **Ensures accountability:** Takes personal responsibility for decisions and actions; establishes clear responsibilities and processes for monitoring work and measuring results
- **Action-oriented:** Readily takes action on challenges; displays a can-do attitude
- **Communicates effectively:** Is effective in a variety of communication settings; attentively listens to others; adjusts to fit the audience and the message
- **Situational adaptability:** Picks up on situational cues and adjusts in the moment; understands that different situations may call for different approaches
- **Drives engagement:** Invites input and shared ownership

## BEHAVIOURAL COMPETENCIES

These are the essential skills and attributes that we expect all staff members to bring to the workplace at CPAWS-BC:

- **Collaborates:** Builds partnerships and work collaboratively with others to meet shared objectives
- **Values differences:** Seeks to understand different perspectives and cultures; contributes to a work climate where differences are valued and supported
- **Demonstrates self-awareness:** Uses a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses; willing to admit mistakes and gain insights from experiences
- **Self-development:** Shows personal commitment and take action to continuously improve; accepts assignments that broaden capabilities; learns from new experiences and others as well as structured learning
- **Instills trust:** Gains the confidence and trust of others through honesty, integrity, and authenticity



# 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 a 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.

Our office is located on the shared, unceded, ancestral territories of the xʷməθkʷəy̓əm (Musqueam), Sḵwx̱wú7mesh (Squamish), and səlilwətaɬ (Tsleil-Waututh) Nations.

## THE BENEFITS OF BEING ON OUR TEAM:

- 4-day, 32-hour work week, Monday-Thursday.
- Flexible work schedule (outside of our 9 am - 3 pm core working hours).
- Vacation entitlement starts at 3 weeks, plus an additional annual paid break over the December holiday period.
- Up to 10 paid sick and personal days annually to support your physical wellbeing, mental wellbeing, and caregiving responsibilities.
- After 3 months of employment, 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.



# APPLICATION PROCESS



To apply, please submit one combined PDF document that includes a one-page cover letter and your resume to [hiring@cpawsbc.org](mailto:hiring@cpawsbc.org) with the subject line: IPCA Coordinator

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, 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 colour, 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.

## OUR COMMITMENT TO DECOLONIZATION

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 lands and waters, 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.

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.