



April 28, 2021

### **SERNbc Coordinator (Temporary 12-month term)**

The Society for Ecosystem Restoration in Northern British Columbia (SERNbc) is seeking a coordinator to build its capacity and help deliver its mission, “to understand, identify and restore vulnerable and degraded ecosystems in northern British Columbia” ([www.sernbc.ca](http://www.sernbc.ca)). Reporting to SERNbc’s manager and the Board of Directors; the coordinator will be instrumental in the expansion of SERNbc’s mandate and project development/delivery across the northern British Columbia. The candidate will work closely with SERNbc staff, government representatives, First Nations, and other stakeholders to plan, coordinate and deliver projects that support the restoration of aquatic and terrestrial ecosystems.

This position may continue past 12 months; however, this will depend on both funding availability and satisfactory performance. The position provides significant potential for career growth, with involvement in various ecosystem restoration project teams throughout northern BC. The position requires a person that is passionate about developing and delivering ecosystem restoration activities, is self-motivated, flexible, has a high level of initiative, and good judgement and is comfortable working with people from all backgrounds in a team environment to achieve results.

### **Structure**

We will consider various hiring structures, including:

- hiring a coordinator as an employee of SERNbc;
- negotiation of a contract with SERNbc; or
- Supporting an ER dedicated auxiliary position within the provincial government.

The hiring process will consider the qualifications of interested individuals, their preferred structure and what is best for the mid to long-term success of SERNbc.

### **Responsibilities**

- The coordinator is responsible for the development and delivery of ER projects within one or more northern regions . This includes the development, coordination, and management of projects as well as operational oversight of project delivery as required.
- Understand and apply the mandate and priorities of SERNbc ([www.sernbc.ca](http://www.sernbc.ca)) in all activities.
- In cooperation with SERNbc directors build project delivery structures in each of the northern BC regions.
- Understand funding agency opportunities that are in-line with SERNbc mandate. Coordinate communications, and develop and maintain appropriate partnerships with funding agencies.
- Maintain linkages with the restoration vision of First Nations and the Provincial government.
- Write proposals and funding submissions, and complete project reporting requirements.
- In cooperation with regional implementation teams, build, tender, implement and track contract delivery.

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- Organize the tracking and reporting of all activities based on internal, governmental and funding agency requirements.
- Plan and facilitate meetings. Travel for team meetings and contract delivery will be required and will be subject to the nature and location of contracts delivered. The locations and amount of travel will vary.
- Maintain regular communication with and between the SERNBC board of directors and staff, project proponents, contractors, funding agencies and government staff.
- Ensure project liabilities are understood and addressed.
- Ensure project authorizations are delivered prior to execution.

### Qualifications

- Post-secondary education in a natural resource field. Preference for candidates with graduate degrees, or a bachelor's degree with at least 3 years of project development and delivery experience;
- A solid understanding of the regulatory framework for First Nations and Crown lands;
- Demonstrated experience and ability working in a collaborative environment with First Nations, government, and other stakeholders to deliver natural resource projects;
- Proven ability to develop and deliver complex projects;
- Experience with contract and project management;
- Experience working in team environments;
- Excellent verbal and written communication skills;
- Possesses creativity, flexibility, and good judgment;
- Proficiency using Microsoft Office Suite, ESRI GIS products, and other digital literacy tools and products;
- Familiarity with the structure and operation of non-profit societies would be an asset.
- Must hold a class 5 BC driver's license, be in good physical condition and able to hike through difficult terrain, and willing to work in adverse weather conditions;

### Application

Application requirements include both a cover letter and resume sent to Marc Steynen through email at [Marc.Steynen@sernbc.ca](mailto:Marc.Steynen@sernbc.ca) no later than 4:00 pm, May 28, 2021. Candidates selected for advancement through the hiring process will be notified of their application status during the competition.