

Contractor Opportunity:

MPA Network Outreach and Project Coordinator

Proposals will be considered on a rolling basis from the date of posting.

The Canadian Parks and Wilderness Society- BC Chapter (CPAWS-BC) and West Coast Environmental Law (WCEL) are seeking a Marine Protected Area (MPA) Network Outreach and Project Coordinator to support active engagement of conservation groups and communities in the [MPA network planning process](#) currently happening on BC's northern coast with a focus on public consultation expected to occur this fall/winter.

The primary responsibilities are community organizing and outreach, with some general coordination of the environmental Non-Governmental Organizations collaborating around this work. We are open to considering either one contractor for the role or splitting this role into two separate contracts depending on proposals received.

The ideal candidate is an experienced community builder/organizer with a deep and personal understanding of the environmental, social, and economic context of the BC Coast. We are looking for someone who lives and loves this coast and wants to protect it and preferably resides within or has strong ties to one of the four planning regions: North Vancouver Island (Campbell River and north), Haida Gwaii, Central Coast and the North Coast ([see lower map](#)).

RESPONSIBILITIES AND DELIVERABLES

The MPA Network Outreach and Project Coordinator will report to a management committee and project team comprising of staff at CPAWS, CPAWS-BC, and WCEL and will support regional education and awareness efforts related to the proposed [MPA Network for the Northern Shelf Bioregion](#). As this contract is supporting a yet to be announced public consultation led by federal, provincial and Indigenous governments, we do not yet have clear or fixed timelines for this work.

1. Outreach and Community Engagement (estimated 125 working days, primarily over fall/winter, will include some evenings, weekends and holidays)

Summary: The focus of this work will be engaging communities around public stakeholder consultations, which are currently planned for September but may be delayed. We anticipate initial community building in the fall, targeted outreach at consultations, and then some follow up communications and outreach following consultations.

Deliverables will likely include:

- o Developing community engagement and outreach plans that identify key audiences, messages, tools/approaches and timelines. This will be done in partnership with CPAWS, CPAWS-BC, WCEL and other partners and contractors as required.
- o Identifying and engaging community groups and community leaders to support outreach and engagement in consultations.
- o Implementing and coordinating community engagement and outreach plans, in collaboration with partner organizations.
- o Developing and distributing communications materials and resources.
- o Planning and hosting outreach events across four regions of the MPA Network (in person or online, depending on public health guidelines) and supporting community engagement in the official public consultation process for the MPA Network.
- o Tracking outreach and engagements as well as external communications related to MPA network planning from the government, industry, and other stakeholder groups and providing regular reports to the project management team reporting.

2. Project Coordination (estimated 125 working days, for the duration of the contract)

Summary: This will primarily be part-time, year-round general coordination and support for CPAWS-BC, WCEL and other partners.

Deliverables will likely include:

- o Scheduling and facilitating weekly meetings/email check-ins with management committee and/or project team to provide regular updates.
- o Scheduling and facilitating monthly calls/meetings of project team and project partners (including other ENGOs, contractors, funders, etc.) and recording minutes and actions.

- o Assisting the project team with research and development of briefing materials, reports and resources, as required.
- o Attending related meetings and webinars, as required.

QUALIFICATIONS AND CRITERIA

Proposals will be judged on the following experience and qualifications:

- Proven experience in community organizing, outreach and engagement. Experience canvassing and public speaking is beneficial.
- Demonstrable skill in communications, marketing, or PR.
- Proven experience in project management/coordination, especially in managing multi-stakeholder environments or coalitions; experience in managing projects independently and remotely and/or training or certification in project management would be beneficial.
- Background in environmental advocacy is a strong asset and at a minimum, a commitment to marine conservation is a must.
- Demonstrable working knowledge of local geography, marine ecology, and cultural history of coastal BC and close connections to local communities and stakeholder groups in the MPA Network region.
- Experience working with Indigenous governments and communities.
- Experience or training in conflict resolution and negotiation is a strong asset.

We are open to considering independent contractors or splitting this role into two smaller, separate contracts depending on candidates' strengths and expertise. Please explain any preferences/proposals in your covering letter and we will contact you to discuss.

Compensation up to \$65,000 including travel and approved expenses.

Preferred start date ASAP.

TO APPLY

We strive to create a safe and equitable hiring process and encourage you to self-identify if you are Indigenous, Black, racialized, or face other barriers to employment. You can use your covering letter to tell your story and share any information about yourself that you think is important for your proposal.

Applications should include: (1) a covering letter or proposal outlining how you meet the qualifications and criteria, how you will approach the deliverables and outputs described in the above sections, and your daily rate as a contractor; (2) your resume, and (3) relevant samples of your work and/or testimonials from previous employers/clients. Please send your application to hiring@cpawsbc.org. Please clearly state “MPA Network Outreach and Project Proposal” in the subject line. You will receive an auto-response informing you that your application has been received.

Proposals will be considered on a rolling basis from the date of posting. *Canadian Parks and Wilderness Society-BC and West Coast Environmental Law aim to promote equity and challenge discrimination. We recognize the value of diversity in the workplace and welcome applications from people of all backgrounds, nationalities, gender identities, sexual orientations, abilities, religions and beliefs.*

NO PHONE CALLS PLEASE

We thank all applicants for their interest, but only those selected for an interview will be contacted.

Visit our websites:

<https://cpawsbc.org/>

<https://wcel.org/>