

CLIMATE ACTION NETWORK COORDINATOR x 2

Full-time, Remote, Contract Position

About The Coastal First Nations – Great Bear Initiative

The 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 at www.coastalfirstnations.ca

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 the Climate Action Network

The Network Coordinator supports local staff (Climate Action Coordinators, or CACs) in remote Indigenous communities throughout BC to advance climate action projects. The CACs work 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

You are passionate about climate action and Indigenous-led solutions. 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 Network Coordinator x 2
Reports to: Network Manager
Location: Remote, home office; some travel required
Start Date: ASAP
End Date: March 31, 2025

Salary range: \$70,000 to \$85,000 per annum (negotiable, commensurate with experience)

Responsibilities

The primary role of the Network Coordinator is to support the Climate Action Network. This role will take on two essential functions:

1. Collaborate with individual Climate Action Coordinators (CACs) to support the development and ongoing work in their community.
2. Foster capacity building through peer networking: facilitating meetings and workshops for CACs, organizing group training, and attending conferences and events.

We are recruiting two Network Coordinators.

1. **Technical Focus:** This position will include supporting communities with the technical aspect of climate action work. An interest in clean energy technology, resource assessment, GHG inventory skills is requested.
2. **Planning and Engagement Focus:** This position will include supporting all planning, training, and engagement activities related to the Network.

Note: We offer to cultivate the skill sets above with targeted training and development.

Responsibilities will Include:

- Coordinate and facilitate online meetings for a cohort of CAC positions.
- Support CACs with developing work plans and carrying out the goals and objectives of their work plans.
- Research, develop, coordinate and facilitate engaging training and learning opportunities for CACs and the Climate Action Network as a whole.
- 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.
- Support Network leadership staff with monthly and quarterly report writing, and other aspects of running the Climate Action Network.
- Attend a variety of meetings and events as required.
- Develop and disseminate educational resources to support work plans, training, and reporting.
- Other tasks and duties as required.

Qualifications: Education and Experience

- Post-secondary education in Environmental Science or Studies, Indigenous Studies, Sustainability, Business Administration, Communications, Non-Profit Management, or a related field is required.

- A minimum of two years of working experience in sustainability, climate change, and/or clean energy.
- Solid experience with and knowledge of working with Indigenous Organizations and/or remote communities.
- Proven experience and ability to plan, organize and facilitate workshops and training, both in person and virtually.
- Satisfactory criminal records check.
- We have several COVID-19 safety measures in place. This includes a requirement to provide proof of full vaccination before their first day or the start of their employment. We will consider an accommodation for anyone unable to be vaccinated due to a protected ground defined by the Human Rights Code.

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.
- 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 that 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.

How to apply

Interested candidates are invited to submit the following to careers at careers@jouta.com no later than August 15th, 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 the technical side of climate action work or planning an engagement, please note this in your cover letter.
2. An up-to-date CV.

The successful candidate will be asked to provide references, and a clear 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 accommodations during the interview process, don't hesitate to get in touch with Sabine Bell (careers@jouta.com)

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.