

# METLAKATLA STEWARDSHIP SOCIETY

## JOB OPPORTUNITY

### Cumulative Effects Management (CEM) Manager

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<b>Date Classified:</b>	<b>April 3, 2023</b>
<b>Business Unit:</b>	<b>Metlakatla Stewardship Society (MSS)</b>
<b>Location:</b>	<b>Prince Rupert, British Columbia</b>
<b>Reporting to:</b>	<b>Executive Director</b>

Metlakatla Stewardship Society has an immediate opening for a permanent full-time Cumulative Effects Management (CEM) Manager in Prince Rupert. As the successful candidate, you will manage and oversee the CEM Program and multiple yearly CEM-related projects to support the program's goals. Responsibilities include, but are not limited to:

**Program Development and Delivery:** Implement the CEM Program Strategy to meet the program's goals.

- Manage overall program budget, staff, schedule, and milestones.
- Manage existing funding channels and pursue new funding opportunities.
- Identify and prioritize values, CEM Program research projects and activities based on direction and advice provided by the Metlakatla community and the leadership team.
- Plan, coordinate and implement new and existing data collection activities, including the Metlakatla Membership Census and Intertidal Clam Surveys.
- Convene and manage Value Teams and be responsible for carrying out actions for designated priority values.

**Coordination and Facilitation:** Connect Metlakatla leadership and all staff on CEM.

- Facilitate communication, coordinate work-planning, track and encourage follow-through, and support learning.
- Develop and implement tools to support Metlakatla's decision-making at 3 levels: project scale (EA), territory-wide scale (planning) and regional scale (working with other governments).
- Participate in strategic planning sessions for all Metlakatla organizations; develop program assessment tools.
- Develop and implement communication and reporting strategy for the CEM Program, which includes organizing community events and managing the CEM website.
- Build and maintain strong internal and external relationships and partnerships.

**Education and Experience:**

- Expertise in cumulative effects, environmental assessment and/or natural resource management.
- Knowledge of Coast Tsimshian culture and practices and the ability to work successfully with First Nation communities.
- Level of education, training, and experience equivalent to a graduate degree in resource management or a related field.
- Demonstrated research experience and skills, including research development, delivery, analysis and reporting.
- Excellent computer skills, including using Microsoft office tools and a basic understanding of GIS, Google Earth, WordPress, other software programs, and data visualization tools.
- Awareness of data and communication security and confidentiality.
- Experience managing a team and reporting at an executive and Board level.
- Demonstrated ability to lead complex multi-year projects and manage competing interests.
- Strong interpersonal communication skills with the ability to establish and maintain effective working relationships with community members, colleagues, research collaborators, and government officials.
- Self-starter with the ability to work independently in a dynamic work environment, with the willingness to adapt and change approaches to meet project and program goals.
- Valid BC driver's license with clean driver's abstract.
- A current Criminal Record Check, including Vulnerable Sector Screening, as a condition of employment.
- Fully COVID vaccinated and remain in full compliance with all public health orders and MSS policies during employment.
- Ability to demonstrate a commitment to embodying a personal addiction-free lifestyle.

**Submission Deadline:**

- April 28, 2023. A copy of a detailed job description and/or questions about the Program are available upon request.
- Preferences will be given to Metlakatla members. So, those that are curious/passionate about resource management, but lack some of the qualifications listed above should still apply. Training and job support is available for this position.
- We invite all interested parties to reply in the strictest confidence to the Director of Human Resources: [hr@metlakatla.ca](mailto:hr@metlakatla.ca).