



Project Manager (Full Time)

About the Bras d'Or Lake Biosphere

The Bras d'Or Lake Biosphere, comprising the lake and its watershed, is governed by the Bras d'Or Lake Biosphere Region Association (BLBRA). The BL Biosphere was designated by UNESCO's Man and the Biosphere Program (MAB) in 2011 and recertified in 2021. MAB is an intergovernmental program that aims to establish a scientific basis for the improvement of relationships between people and their environments. In our Biosphere region, we seek solutions which balance the conservation of the natural environment with its sustainable use. We are striving through education and community facilitation to make the Biosphere an international showcase for 'how to do things right'. At present, the BLBRA, in collaboration with communities and organizations, is in a good position to develop a model of sustainability and community-based economic development in this special place called the Bras d'Or Lake Biosphere.

About the Project

The BLBRA will carry out a 2024-2026 Contribution Agreement (CA) to advance the 2030 Biodiversity Goals and Canada's Target 1 Goal to increase conservation areas within the Bras d'Or Lake Biosphere. The proposed project involves partnerships and collaborations with a number of organizations. Project activities include hydrological research to support governance and management of watershed areas within the Biosphere with particular attention to the watershed around Eskasoni First Nation. This area is being proposed as an Indigenous Protected and Conserved Area (IPCA) by the Eskasoni community and led by Eskasoni Fish & Wildlife Commission (EFWC). The project will help to identify area adjacent to the IPCA to create a possible buffer zone that would satisfy the requirements to be designated as and OECM (Other Effective Area-based Conservation Measures) within the Biosphere. The project will also build and expand in this research to provide support for other watershed groups in the Biosphere who might consider OECMs as a tool to protect the watershed.

About the Position

Until March 31, 2026, the Project Manager (PM) will be responsible for managing and coordinating the workplan and budget for the CA which has been negotiated with Environment and Climate Change Canada (ECCC).

Concurrently, the PM will strategically assess the potential to implement the strategic goals and objectives of the BLBRA to build capacity of the organization by working with the Board of Directors and volunteers. The PM will also provide management and administrative support to the organization.

The BLBRA's long term goal is to establish capacity as an effective, regional non-governmental organization. The PM position on the ECCC project has the potential to lead to a Coordinator's position for the BLBRA. This current employment opportunity may be a bridge to a long-term leadership position.

Scope of Work

- 1) Project Management of the ECCC Project
 - Manager and deliver the workplan and pre-approved budget outlined within the BLBRA's CA in collaboration with community and academic partners
 - Effectively manage other BLBRA projects which may arise over time
 - Produce all required reporting (progress against milestones) documents for submission to ECCC

- 2) Sustainable funding development and financial management
 - Maintain and produce all financial reports required to support the ECCC CA
 - Leverage current funding including identifying other funding sources; write and submit grant application and submit quarterly financial reports and related documentation

- 3) Coordination, planning and management related to the BLBRA
 - Support the BLBRA Treasurer in preparing material to be used by the BLBRA, e.g., quarterly financial reports, Registry of Joint Stocks
 - Establish and facilitate ad hoc committees related to the ECCC project
 - Evaluate project and Board activities to ensure action plans relate to the Board's current strategic plan
 - Collaborate with other Biosphere communities and/ or organizations in fostering conservation measures, sustainable development and community capacity building

4) Communication

- Present the organization, its mission and projects in a strong and positive light to relevant stakeholders
- Work with the Executive Committee to maintain media relations and ensure cooperation with local Mi'kmaq communities, NGOs, and stakeholder organizations that share the interests of the Biosphere
- Develop, evaluate and oversee BLBRA communications measures including website and print materials in collaboration with the communication committee

Skills and Experience

- Knowledge of national and provincial conservation and protection opportunities including those for a UNESCO biosphere
- Knowledge related to Canada's Pathway to Target 1, OECMs, Sustainable Development Goals (SDGs), and relevant municipal land use agreements
- Experience working with Indigenous communities and partners to deliver and incorporate the mandate of sustainable development, biodiversity conservation and reconciliation
- Leadership experience with a non-profit or member association, government or academic setting
- Minimum five years of management or coordination of a major multi-stakeholder or national program or network
- Successful long-term fiscal resource planning including fundraising
- Budget and financial management experience
- Strong communication skills and
- Demonstrated success working in a team environment and with volunteers, local leaders, Municipal and Band Councils.

Location of Work

The BLBRA office is located in Eskasoni, NS but hybrid or remote may be negotiated. In person presence of the PM at Board meetings and the Annual General Meeting is required.

Education

The applicant must have a university-level education related to the environment and/ or sustainable development with 5 years' experience or demonstrated equivalent experience especially leading public meetings.

Personal Suitability

- A strong commitment to environmental conservation and sustainable development practices
- Ability to problem solve with a solutions oriented mindset
- Ability to work effectively in cross-functional teams, engage with various rights holders, stakeholders, and foster partnerships between governments (First Nations, Municipal, Provincial and Federal), communities, businesses and environmental groups
- Openness to change and the ability to adapt to evolving priorities
- Proactive, positive attitude with the ability to take initiative in identifying opportunities, challenges, and innovative solutions
- Ability to work independently while maintaining team relationships

Term of Appointment

This term opportunity is subject to funding and currently scheduled to be completed by March 31, 2026.

Reporting Relationship

The PM reports to the Executive Committee of the BLBRA through the Chair.

Salary

Annual value of the contract will be negotiated in the range of \$60,000 - \$65,000 plus benefits (3 weeks vacation, CPP, UIC) depending on qualifications.

Application Process

Email resume to chair@blbra.ca on or before November 1, 2024 at 4 pm.