



Event Coordinator Contract Position

Explore the Bras d'Or

Wjinene'n Pitu'poq¹

Description

The Event Coordinator will work with partners and communities to develop and implement with the Explore the Bras d'Or eco-tourism event. This is the inaugural year of the event. It will bring together existing activities taking place during the last week of July and first week of August through working with community partners. In addition, the coordinator will help support additional signature events and work to achieve a holistic vision of activities on the Bras d'Or Lake that contribute to economic and environmental sustainability. Bringing together Mi'kmaw and non-Indigenous communities and events, as well as promoting stewardship of the Lake is critical to the success of this event in being a unique community building exercise. The ideal candidate is excited about this event and has the ambition to ensure that it becomes an annual event, is economically sustainable and upholds the mandates of the Bras d'Or Lakes Biosphere Association and the Collaborative Environmental Partnership Initiative. The position will report to the joint steering committee.

Key Responsibilities:

- Take a lead in organizing the Explore the Bras d'Or event.
- Support the development of a collaborative launch between BLBRA and CEPI.
- Identify current initiatives, activities, stakeholders and locations.
- Engage with local community leaders, groups and active citizens.
- Identify new initiatives and activities.
- Organize and participate in Explore the Bras d'Or management meetings.
- Establish or Identify 1-2 community monitoring and research projects that can be integrated into longer term environmental monitoring.
- Organize and/or participate in Explore the Bras d'Or event meetings and gatherings.

¹ Mi'kmaw pronunciation: wGee-neigh-neighnN Bee-du-bow-og and translation: Get to know the Bras d'Or Lakes

- Produce a final report and communication materials on the natural and cultural ecology of the Bras d'Or Lakes.

What We Are Looking For:

- Preference for someone familiar with or who lives near the Bras d'Or Lake and is able to network, make connections and bring together event partners.
- Preference will be given to Indigenous applicants.
- A higher education, undergraduate degree or equivalent experience.
- Knowledge of tourism and conservation, eco-tourism.
- 2-5 years' experience in event development or organizing.
- Experience working with or living in indigenous communities or organizations.
- Excellent planning and time management skills, with ability to multitask, produce and coordinate events to tight deadlines.
- Well-developed social skills.
- Well-developed problem-solving skills.
- Demonstrated adaptability, flexibility, initiative, sound judgment, political sensitivity and awareness, tact and diplomacy.
- Ability to work as part of a team with little direct supervision.

Host Organizations Description

The Bras d'Or Lake Biosphere Reserve Association (BLBRA) promotes conservation, sustainable economies and education and research. The Collaborative Environmental Planning Initiative (CEPI) promotes initiatives to address environmental management issues around the Bras d'Or Lake. BLBRA and CEPI are partnering on this event, in hopes that it becomes an annual event that engages residents and visitors in exploring and taking care of the Bras d'Or Lake. For the initial year, Oceans North will provide support for this project including financially and in-kind support where needed.

Other Information

Time Frame: April 15th to October 15th

Contract amount: \$20,000.00 plus related expenses.

This position will require travel throughout Cape Breton. All travel and meetings will follow public health guidelines relating to COVID-19.

Please submit a cover letter and resume to explorethebrasdor@gmail.com with the file structure LastName_FirstName_Application by March 26th.