



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). Designated by UNESCO’s Man and the Biosphere Program (MAB) in 2011, 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 it 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 2022 – 2024 Contribution Agreement (CA) to advance the 2020 Biodiversity Goals and Canada’s Target 1 Goal to increase conservation areas within the Bras d’Or Lake Biosphere. The proposed project involves hydrologic monitoring to support governance and management of watershed areas within the Biosphere with particular attention to the watershed area 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 areas adjacent to the IPCA to create a possible buffer zone that would satisfy the requirements to be designated as Other Effective Area-based Conservation Measures (OECM) within the Biosphere.

About the Position

Over the next 2.0 years, the Project Manager (PM) will be responsible for managing and coordinating the work plan and budget for the CA which is

based on the 'Pathway to Canada Target 1 in Canada's UNESCO Biosphere Reserves (2017-2020)' project.

Concurrently, the PM will strategically assess the potential and 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 this ECCC CA project has the potential to lead to a Coordinator's position for the BLBRA. This current employment opportunity may be a bridge to this long-term leadership position.

Scope of work

1) Project management of the ECCC CA

- Manage and deliver the two-year work plan and pre-approved budget of the BLBRA's Contribution Agreement 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 applications and submit quarterly financial reports and related documentation.

3) Coordination, planning and management related to the BLBRA.

- Support the BLBRA's secretary in preparing material to be used by BLBRA, such as agendas, briefing books, and minutes for BLBRA Board meetings in collaboration with BLBRA's Executive Committee;
- Establish BLBRA's ad hoc committees and new working groups related to action plans related 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 co-operation 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, OECM's, Sustainable Development Goals (SDG's), 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 location of work may be negotiated with the potential to establish a home office preferably located in the Bras d'Or Lake Biosphere and possibly a shared office space at Eskasoni Fish & Wildlife Commission (EFWC). Work related travel expenses will be covered at the federal government rate for NS.

Education

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

Personal Suitability

- Ability to work independently, exercising initiative while maintaining team relationships;
- Ability to adjust to changing deadlines and demands of the ECCC CA work plan;
- Official record keeping capacity will be required;
- Meet quarterly with the BLBRA treasurer and project accountant for the ECCC CA.
- Ability to work with high-level stakeholders (e.g., senior government, Eskasoni Council and Elders, EFWC, etc.);
- Strong leadership skills and demonstrated strategic thinking;
- Excellent organization, interpersonal, public speaking/presentation, reporting and communication skills;

Term of Appointment

This term opportunity is subject to continued funding and currently scheduled to be completed March 31, 2024. This appointment is subject to a 3-month probationary period. There is the possibility of two additional years of funding through the ECCC contribution agreement program.

Reporting Relationship

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

Salary

Annual value of the contract will be negotiated in the range of \$60,000 – \$65,000. Plus benefits (2 wks. vacation, CPP, UIC)

Interested candidates should submit their CV, cover letter and three references by 12:00 a.m. April 22, 2022 by e-mail to: chair@blbra.ca