Position Description

Regional Project Lead

Position Term: June 2019 – October 2020, full-time (opportunity may exist to grow into a permanent position, dependent on funding sources and performance)

Salary Range: Commensurate with experience and budget available

The Regional Project Lead supports programs of the Fraser Basin Council (FBC) in FBC’s Cariboo-Chilcotin region, which includes all communities and electoral areas within the Cariboo Regional District.

Summary of Essential Job Functions and Duties

Reporting to the Regional Manager, Cariboo-Chilcotin, this position helps advance FBC’s sustainability vision in the region – social well-being supported by a vibrant economy and sustained by a healthy environment – in a manner consistent with the FBC Charter for Sustainability and to implement the FBC Strategic Plan.

The primary functions of the position are to: 1) work in FBC’s regional office in Williams Lake to advance regional projects and services; 2) liaise with other FBC staff to coordinate and support implementation of BC-wide programs and projects in the Cariboo-Chilcotin region; and 3) work with the FBC Youth Program to support and coordinate delivery of the program in the region.

Specific duties are as follows:

- Raise awareness of FBC, its mandate and activities among key target audiences in the region
- Maintain a current understanding of key issues and opportunities in the region that are relevant to FBC’s mandate
- Identify and develop regional project and service delivery opportunities; confirm funding needs and identify potential funding sources; participate in or lead the preparation and submission of funding proposals
- Produce and provide input to communications products such as website updates and publications
- Coordinate delivery of regional and youth projects and services through activities such as:
  - Assisting in delivery of the First Nations Climate Leadership Program, an ongoing initiative to assist First Nations communities in the Cariboo Chilcotin explore options to reduce carbon outputs and/or sequester or store carbon in innovative ways
  - Assisting in coordination of community wildfire risk reduction activities
• Assisting in coordination and delivery of the Youth Program’s Co-creating Sustainable BC initiative that involves youth (16 - 30 years old) engagement through dialogue, leadership training and project delivery
• Designing, promoting, convening and impartially facilitating collaborative meetings, workshops and other events
• Producing and disseminating discussion summaries, meeting minutes and records of discussion
• Facilitating connections and collaboration among organizations and interests pursuing common sustainability-related goals in the region and beyond
• Ensuring projects and services are delivered on time and on budget
• Providing timely reports both internally and to funders.

Qualifications – Education and Experience

• A minimum of two years’ experience in 1) leading or supporting multi-interest collaborative processes; 2) developing, seeking funding for, and coordinating sustainability-related projects; and 3) developing and facilitating dynamic and innovative workshops for youth and young adults of diverse backgrounds;
• Post-secondary education and/or equivalent experience in one or more of the following areas: sustainability; stakeholder engagement and multi-interest facilitation; environmental planning; watershed management; business; community and/or regional economic development; land use planning; natural resource management; forestry; education; aboriginal affairs and or public policy.
• Existing regional connections (e.g., government agencies, First Nations, media, business, not-for profit, youth organizations, visible minorities)
• Familiarity with Cariboo-Chilcotin regional issues and opportunities, as well as good relationships with key private, public and civil society interests in the region (an asset)

Skills and Aptitude

• Well-developed interpersonal and written/oral communication skills, including public speaking and effective youth engagement and communication skills
• Tact, diplomacy and comfort serving as an impartial/non-positional facilitator
• Ability to work independently and also as a member of a multi-disciplinary team
• Multi-task management
• Project and financial management
• Computer literacy (word processing, spreadsheets, presentation tools, contact managers, internet and social media)
• Willingness to work flexible hours and travel around the Cariboo-Chilcotin region
• Class 5 driver’s licence at minimum
How to Apply

Please email a cover letter and resume by Friday, June 7, 2019 (3 pm) to:

Jane Wellburn, Regional Manager, Cariboo-Chilcotin
Fraser Basin Council
E: jwellburn@fraserbasin.bc.ca

NOTE: Successful candidate will be required to provide a criminal record check in order to be eligible to work with minors. Expenses will be reimbursed once the criminal record check has been cleared.