

Maritime Aboriginal Peoples Council



3-80 Walker St.
Truro, NS, B2N 4A7
1-902-895-2982
<https://mapcorg.ca>



Job title	Conservation Planning Facilitator
MAPC Sector	MAPC-MAARS
Reports to	Executive Director
Salary	\$53,000 - \$56,000 Annual increases of 3% pending successful performance review
Hours of work	Monday to Friday 0830 – 1630 (unless otherwise approved by the Executive Director) Weekends and evenings on occasion with advance notice and time off in lieu
Term	Immediately until March 31 st , 2026 Dependent on external funding: ECCC-CWS-MCT
Health benefits	Extended health and dental available after 90 days Employer pays 70% Health Spending Account of \$500-\$750 annually (single v. family rate)
Holidays	New Year's Day (January 1 st), Heritage Day/Family Day/Islander Day (third Monday in February), Good Friday (Friday before Easter Sunday), Easter Monday (Monday after Easter Sunday), Victoria Day (last Monday before May 25 th), National Indigenous Peoples Day (June 21 st), Canada Day (July 1 st), St. Anne's Day (July 26 th), Civic Holiday (first Monday in August), Labour Day (first Monday in September), Day for Truth and Reconciliation (September 30 th), Treaty Day (October 1 st), Thanksgiving (second Monday in October), Remembrance Day (November 11 th), Christmas Day (December 25 th), Boxing Day (December 26 th)
Vacation time (upon approval)	After 12 months, paid: Employed 1-4 years: Two weeks Employed 5-9 years: Three weeks Employed 10+ years: Four weeks

Please send resume and cover letter to Vanessa Mitchell at vmitchell@mapcorg.ca
Posting is open until the position is filled

Primary responsibilities The Conservation Planning Facilitator (CPF) is the lead representative for participating in the inner Bay of Fundy (iBoF) Conservation Planning Initiative on behalf of MAPC’s three partner Councils, the Native Council of Nova Scotia, Native Council of Prince Edward Island, and the New Brunswick Aboriginal Peoples Council.

The CPF will become proficient with the Open Standards for the Practice of Conservation as part of the ongoing process for the iBoF Conservation Planning Initiative. Proficiency with the policy, management, and legislative regimes through which marine conservation is enacted is expected as these are the key mechanisms through which MAPC is involved. The CPF may be one of the primary liaisons for MAPC and our partner Councils to engage with Environment and Climate Change Canada (ECCC) and other pertinent government departments/agencies on matters relating to marine conservation and conservation planning. The CPF will be responsible for coordinating engagement sessions between MAPC, the partner Councils, and the representative government department or agency. Likewise, the CPF is the conduit through which information is shared to the community – which will occur at regular zone and/or local meetings, as well as through other correspondence. As such, the CPF must be a strong communicator in both verbal and written forms and comfortable presenting to groups.

The CPF position is interdisciplinary in nature using elements from the natural sciences in tandem with social sciences to share a fulsome picture of the perspectives of the off-Reserve Indigenous community. As such, this role integrates across all of MAPC-MAARS and will require consistent and effective communication between team members. Additionally, the CPF is required to maintain lines of communication with the management and leadership of MAPC’s partner Councils using quarterly briefings.

The CPF has two main focuses throughout this project: 1) working with the iBoF Conservation Planning Initiative team throughout the development of a Marine National Wildlife Area, 2) working with the off-Reserve community of Indigenous Peoples to develop an action plan and/or project proposal to conserve areas of nature that have been identified as critical by the community.

The CPF will be required to travel within the provinces of Nova Scotia, New Brunswick, and Prince Edward Island to attend zone and/or local meetings to share information about the project. Subsequently, the CPF will coordinate a community-mapping workshop in the same zones and/or locals to identify the areas that the community members deem important. Although GIS skills are not necessary, the CPF will need to efficiently display and explain spatial information in a cartographical manner.

MAPC advocates for the rights and interests of the off-Reserve Indigenous community whether community members have “Status” under the *Indian Act* or not. For effective advocacy, the CPF must become familiar with the history and contemporary political structure of MAPC’s partner Councils, in addition to the Peace and Friendship Treaties and landmark court decisions, such as *Daniels v. Canada*.

Essential functions	Details
Advocate for Indigenous rights	<ul style="list-style-type: none"> • Advocacy for the rights and interests of the off-Reserve community underpins all activities of the MSSC • Is (or becomes) knowledgeable about the Aboriginal and treaty rights of the Mi'kmaq, Wolastoqiyik, and Peskotomuhkati Peoples
Community engagement	<ul style="list-style-type: none"> • Will coordinate information sessions with community members • Will need to travel within NS, NB, and PEI • Will become familiar with the political structure of MAPC's partner Councils • Must be effective with presenting to groups
Engagement with key government departments/agencies	<ul style="list-style-type: none"> • Will coordinate meetings regarding marine conservation • May be identified as the organizational representative for regional, national, or international forums related to marine conservation
Building partnerships	<ul style="list-style-type: none"> • Seeks out prospective partnerships with relevant organizations or institutions • Maintains or advances existing partnerships
Research	<ul style="list-style-type: none"> • Continuously seeks out up-to-date information related to marine conservation, conservation planning, and open standards for the practice of conservation • Identifies and participates in relevant fora related to marine conservation and conservation planning • Stays apprised of training opportunities relevant to the project objectives
Dissemination of information	<ul style="list-style-type: none"> • Will provide regular briefings to the MAPC team and partner Council leadership and/or management on the social impacts of marine conservation in the Atlantic region • Will share information about impactful policy, management, or legislation affecting marine conservation • Must contribute at least one article to the annual Mawqatmuti'kw publication • May be asked to prepare content for social media • Required to participate in outreach activities (e.g., World Oceans Day)
Adherence to contribution agreement	<ul style="list-style-type: none"> • High level of autonomy and self-direction • Must be highly organized and motivated to ensure delivery of project deliverables

Key topics of focus	Details
Indigenous issues	<ul style="list-style-type: none"> • Is (or becomes) proficient in understanding the systemic discrimination that has impacted Indigenous communities historically and currently • Seeks to understand Indigenous concepts, such as netukulimk or etuaptmunk, and apply where appropriate • Exhibits appropriate respect for culture, traditions, and elders
Marine conservation	<ul style="list-style-type: none"> • Is (or becomes) familiar with the types of marine conservation areas and how they are applied • Stays apprised of proposed marine conservation areas or new elements related to marine conservation • Works with other MAPC-MAARS team members to understand impacts of marine conservation, both social and ecological • Works alongside pertinent government departments or agencies in the development of marine conservation areas or methods
Open standards for the practice of conservation	<ul style="list-style-type: none"> • Is (or becomes) proficient in the open standards for the practice of conservation • Uses the open standards for the practice of conservation to develop a project and/or action plan to be advanced by the off-Reserve Indigenous community • Identifies and interfaces with practitioners of the open standards for the practice of conservation
Inner Bay of Fundy	<ul style="list-style-type: none"> • Is (or becomes) familiar with the inner Bay of Fundy ecosystem • Actively participates in the inner Bay of Fundy Conservation Planning Initiative on behalf of MAPC and the partner Councils • Liaises with other participants of the inner Bay of Fundy Conservation Planning Initiative
Fisheries	<ul style="list-style-type: none"> • General understanding of the types of fisheries occurring in the inner Bay of Fundy
Effective communication	<ul style="list-style-type: none"> • Uses a multitude of communication methods to reach people of all backgrounds • Understands the different types of audiences at which materials and communications may be directed • Willing and able to adapt writing style to best meet the needs of the target audience

Work conditions	Details
Desk work	<ul style="list-style-type: none"> • May be sitting for prolonged periods of time on a regular basis <ul style="list-style-type: none"> ○ Attention to posture, computer placement, and lighting is necessary
Computer use	<ul style="list-style-type: none"> • MAPC-owned laptop will be provided, as well as additional monitor(s), keyboard, and mouse • MS 365 licence with MS Teams is provided • Likely to use computers and/or screens for much of the work day <ul style="list-style-type: none"> ○ Attention to avoiding screen-based strain is necessary • Responsible for ensuring the safety and confidentiality of the contents of laptop • Responsible for ensuring that all components are maintained and accounted for
Travel	<ul style="list-style-type: none"> • Travel by car to zone meetings or Annual General Assemblies (AGAs) in NS, NB, or PEI is required • Travel by airplane may be required either domestically or internationally • Travel status may occur outside of ordinary work hours (weekends, evenings, overnight, or holidays)
Shared office space	<ul style="list-style-type: none"> • Your desk is a dedicated work space, but is likely to be within shared office space • Noise within common spaces may exceed level of comfort <ul style="list-style-type: none"> ○ Headphones will be provided • Employees who are ill are required to use sick leave or work from home (employee determines severity)
Collaborative approach	<ul style="list-style-type: none"> • Often will provide support to other team members for collaborative responses or correspondence with or for outside partners • Strong communication skills are necessary • Microsoft 365 is used to support collaboration • Other duties as required
Professional attire	<ul style="list-style-type: none"> • Business casual attire is expected (jeans are permitted)
Tight deadlines	<ul style="list-style-type: none"> • Turnaround may be rapid due to external requirements • May require requests for collaborative support • Requires strong organizational and prioritization skills

EXECUTIVE DIRECTOR STATEMENT

The Executive Director confirms that this job description accurately describes most of the activities and expectations of this position.


Executive director

March 11th, 2024
Date

MAPC BoD STATEMENT

The Board of Directors of the Maritime Aboriginal Peoples Council have reviewed the above job description and confirm this to be an approved position.

Lorraine Augustine
Board member

March 11, 2024
Date

Lisa Cooper
Board member

March 12, 2024
Date

EMPLOYEE STATEMENT

I, _____, confirm that I have been given the opportunity to read, have explained, and comment on this job description.

Employee signature

Date