



Employment Opportunity Marine Projects Supervisor

Reference No. LSG-MPS-1121



Purpose: Reporting to the Environment and Natural Resources Manager, the Marine Projects Supervisor will be responsible for administration of the S-hwuhwa'us Thi'lut Kw'atl'kwa (Thunderbird Protecting the Ocean) program, the emergency response to the Oil Spill program, other related marine projects, and the acquisition of supplementary funding sources. The Marine Projects Supervisor would be responsible for the staff of the Salish Sea Watchers, the emergency response to the Oil Spill Team, and hired contractors for assigned marine projects. *This is a full time 35-hour per week term position and will require a combination of office work, local fieldwork, and travel as required.*

Responsibilities:

- Report and administer funding agreements and budgets
- Seek supplementary funding and drafting proposals
- Supervise program related staff, manage consultants, and contract workers related to marine projects
- Communication documents for Chief and Council, the Director of Lulumexun, Lulumexun staff, committees, community, as well as other government organizations and partner non-governmental organizations
- Plan and host community meetings
- Attend meetings external to Cowichan Tribes including but not limited to Salish Sea Initiative, First Nations Fisheries Council, and Trans Mountain as required
- Work with program coordinators in developing work plans and projects in line with their programs
- Participate in Marine Use Planning and associated new law creation
- Organize training and development
- Purchase supplies and equipment as needed
- Other related duties as required

Education and Experience: *(please attach all corresponding documents)*

- Degree in Business Administration, Environmental Management or related field required; relevant and equivalent work experience will be considered
- Minimum 3-years of progressive work experience, with a focus in administration, budget, reporting, and supervision of staff
- Valid Class 5 BC Drivers' License and a clean driver's abstract required
- Criminal Record Check required
- Experience working in First Nations communities and a willingness to learn about culture, customs, and traditions of Cowichan people is essential
- Effective December 1, 2021: full vaccination against COVID-19 is required to be eligible for employment at Cowichan Tribes. ***All individuals must show Proof of Vaccination as a mandatory condition of their employment.***

Skills, Knowledge and Abilities:

- Experience leading a team and providing direction
- Experience drafting funding proposals, budgets, deliverables and reports
- Exceptional verbal, written, interpersonal and presentation skills
- Organized, detail oriented, and self-motivated
- Time management with the ability to multitask different tasks simultaneously
- Competency in Microsoft Office applications including but not limited to Word, Excel, and PowerPoint
- Knowledge of Cowichan culture, customs, and traditions an asset

HOW TO APPLY: Interested applicants are invited to submit a current resume, a detailed cover letter and three references. Applications must be sent to Human Resources via email before the deadline with the Reference Number in the subject line of your email.

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Cowichan Tribes Human Resources Department

Email: resume@cowichantribes.com

Website: <http://www.cowichantribes.com/member-services/human-resources/employment-opportunities>

Deadline: 4:00 p.m. on Friday, November 26, 2021