



Marine Plan Partnership for the North Pacific Coast (MaPP)

Contract Announcement

Plan Renewal Project Coordinator

Position Summary

The MaPP initiative seeks to contract an experienced project coordinator with demonstrated experience working with government, First Nations, and stakeholders in marine management and planning. The contractor will support the implementation of a work plan to review and update each of four sub-regional MaPP Marine Plans.

This is a full-time, 12-month contracted position that will appeal to a driven professional who understands the complexities of government-to-government projects and works well in a virtual environment where leadership, innovation, teamwork, and sound planning are valued. The contractor will work remotely, be located in British Columbia, and must be available to meet virtually with other MaPP contractors and partners during normal business hours.

Overview

The Marine Plan Partnership for the North Pacific Coast (MaPP) is a partnership between the Province of British Columbia (B.C.) and 17 member First Nations, who developed and are implementing marine use plans for B.C.'s North Pacific Coast. The MaPP region is divided into four sub-regions: Haida Gwaii, North Coast, Central Coast, and North Vancouver Island.

The four MaPP Marine Plans are being implemented at the sub-regional level and through coordinated regional initiatives identified in a Regional Action Framework (RAF).¹ In fiscal 2024-25 the MaPP partners will undertake a coordinated process to formally review and update their respective Marine Plans in line with an adaptive approach to management. This work will be led by the MaPP partners at the sub-regional level and supported at a regional level by a Working Group of the MaPP Implementation Technical Team (MITT), which includes sub-regional co-leads and technical staff from each partner organization and other support personnel.

To learn more about MaPP, please visit mappocean.org.

¹ Sub-regional marine plans and the Regional Action framework are available on the MaPP website at <https://mappocean.org/quick-links/>



Scope of Work

The contracted Project Coordinator will:

- Support each of four sub-regional technical teams to review and update their respective Marine Plans following approved processes and templates. *Aprox. 1 day/wk per subregion.*
- Support the regional Plan Renewal Working Group to implement an approved work plan for a coordinated approach to Marine Plan reviews and updates, including the development of regionally-consistent plan amendments where appropriate. *Aprox. 1 day/wk.*

Key responsibilities will include:

- Supporting MaPP partners to review sub-regional marine plans and scope, prioritize, and draft amendments to the plans.
- Preparing materials for MaPP partner review and stakeholder engagement.
- Coordinating regular meetings of the Plan Renewal Working Group, including agendas, meeting summaries, and action tracking.
- Supporting the implementation of an approved Plan Renewal work plan, including tracking progress towards key milestones and outcomes.
- Identifying issues and supporting their resolution.
- Facilitating communication and coordination between sub-regional partners.
- Sharing progress updates with the MaPP Implementation Technical Team (MITT) and Marine Working Group (MWG).
- Developing and maintaining comprehensive project documentation and decision logs.
- Developing and delivering communications materials to various audiences (e.g., briefing notes for MaPP partners, slide decks for updates to MaPP advisory committees, newsletters or website updates for the general public).

Qualifications, Experience and Skills

- Proven experience in project management is essential, preferably in marine planning or resource management.
- Knowledgeable about Indigenous-led conservation and co-governance in British Columbia, including a strong familiarity with MaPP and related marine planning initiatives in the Northern Shelf Bioregion.
- Experience supporting government-to-government projects with First Nations governments.
- Demonstrated ability to plan, conduct, and summarize regular team meetings.
- Strong organizational and time-management abilities; experience managing multiple project activities simultaneously.
- Excellent communication skills; ability to express ideas clearly and concisely for diverse audiences.
- Demonstrated technical writing skills and experience reviewing technical documents.
- Experience working as part of multi-disciplinary teams; ability to build and maintain collaborative relationships and partnerships.
- Demonstrated ability to work remotely and manage own workload under limited direction.



- Degree in a related field such as planning, public administration, or science preferred.
- Computer skills in MS Word, Excel, and PowerPoint are mandatory; familiarity with Dropbox and Zoom/Teams/Google Meet.

Terms of Engagement

Status: The MaPP Plan Renewal Project Coordinator will be an independent contractor who is expected to work from their own office and to provide the equipment necessary to conduct this work, including a computer and appropriate software, reliable internet, and phone access. The Contractor must be accessible and available for meetings during normal business hours.

Contract Period: This is a 1-year, non-renewable contract beginning approximately April 1, 2024 and ending March 31, 2025.

Fees: \$350 per 7.5-hour day (\$46.67 per hour) billed on an hourly basis at the end of each month.

Location: Contractor to be located in British Columbia

Travel: Occasional travel may be expected depending on contractor location. Travel costs are approved in advance and reimbursed following travel.

To Apply

Please send your CV and a cover letter that clearly explains how you meet the desired qualifications, experience, and skills, including examples from previous contracts or employment no later than **22 March 2024** to:

MaPP Plan Renewal Project Coordinator
c/o Philip Akins, MaPP Operations Manager
E-mail: pakins@mappocean.org